EPIC TRACK
USER GUIDE

Version 1.0

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EPIC Track Server

Overview

EPIC Track Server is a web based application that allows for five functions within the EPIC Track program.

Add/ Manage Users
Add/Manage Lists
Create/Manage Events
View Status
Create Reports

Log-In

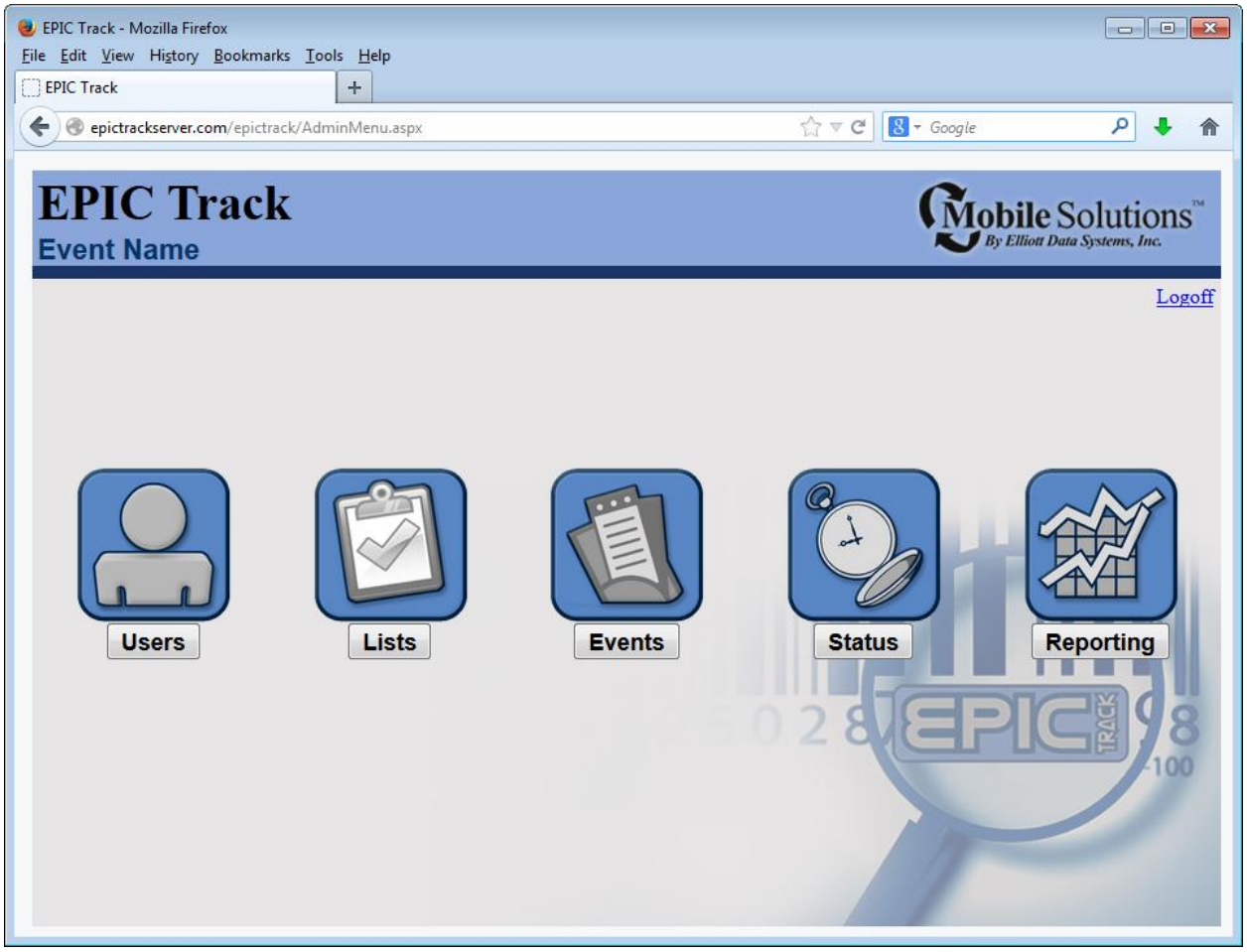
1. To access the EPIC Track Server, open your internet browser and type the following URL https://www.epictrackserver.com/epictrack you should now see the screen below.

   Note: Epic Track is generally tested in Internet Explorer, Firefox, Safari and Chrome. Since these change frequently, we may request that you use a particular browser or version from time to time for compatibility reasons.

2. Enter the username and password provided by your account administrator.

3. Once successfully logged in, you will see a screen similar to the one below.

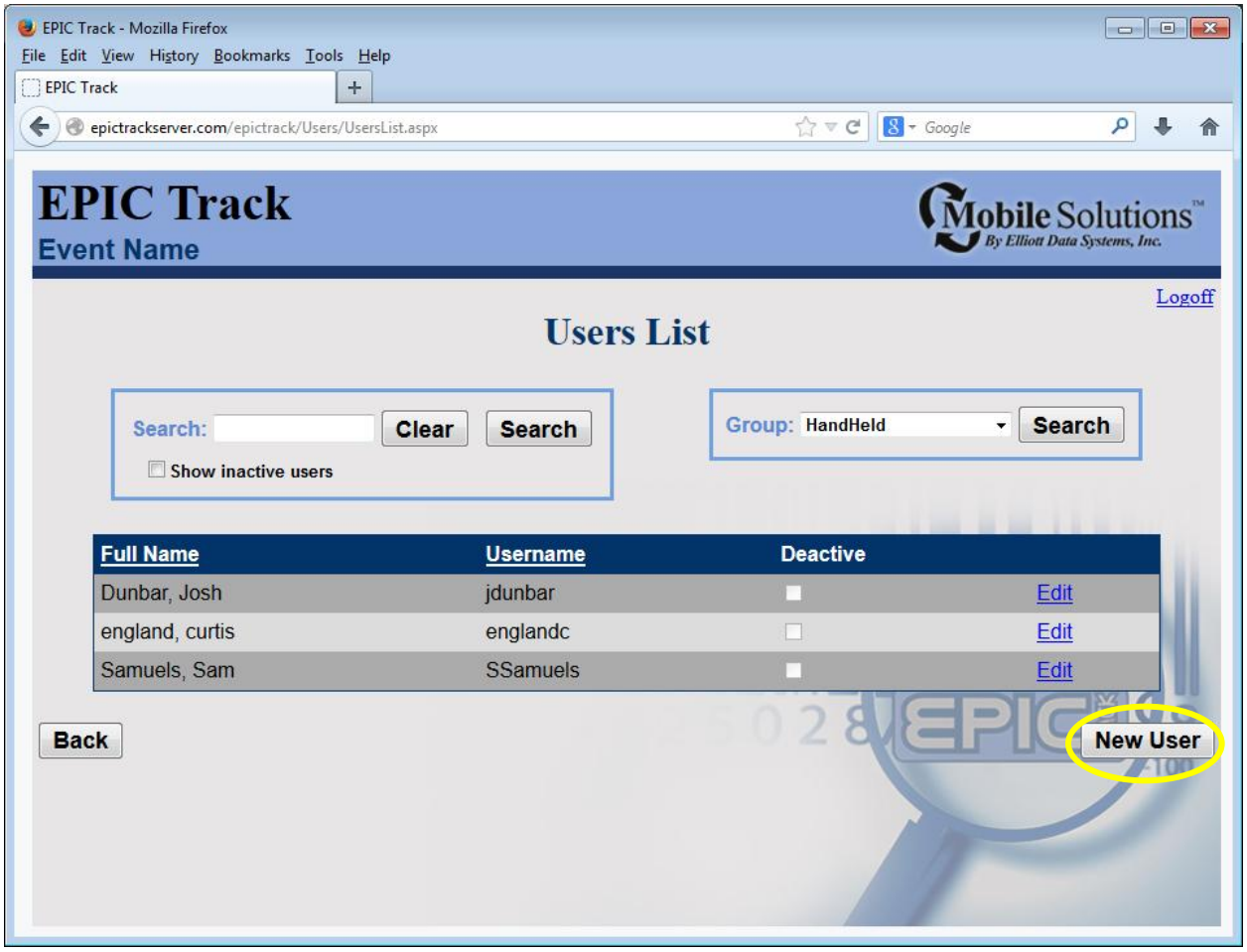
   Note: You may not see all five of the icons based upon the account privileges.



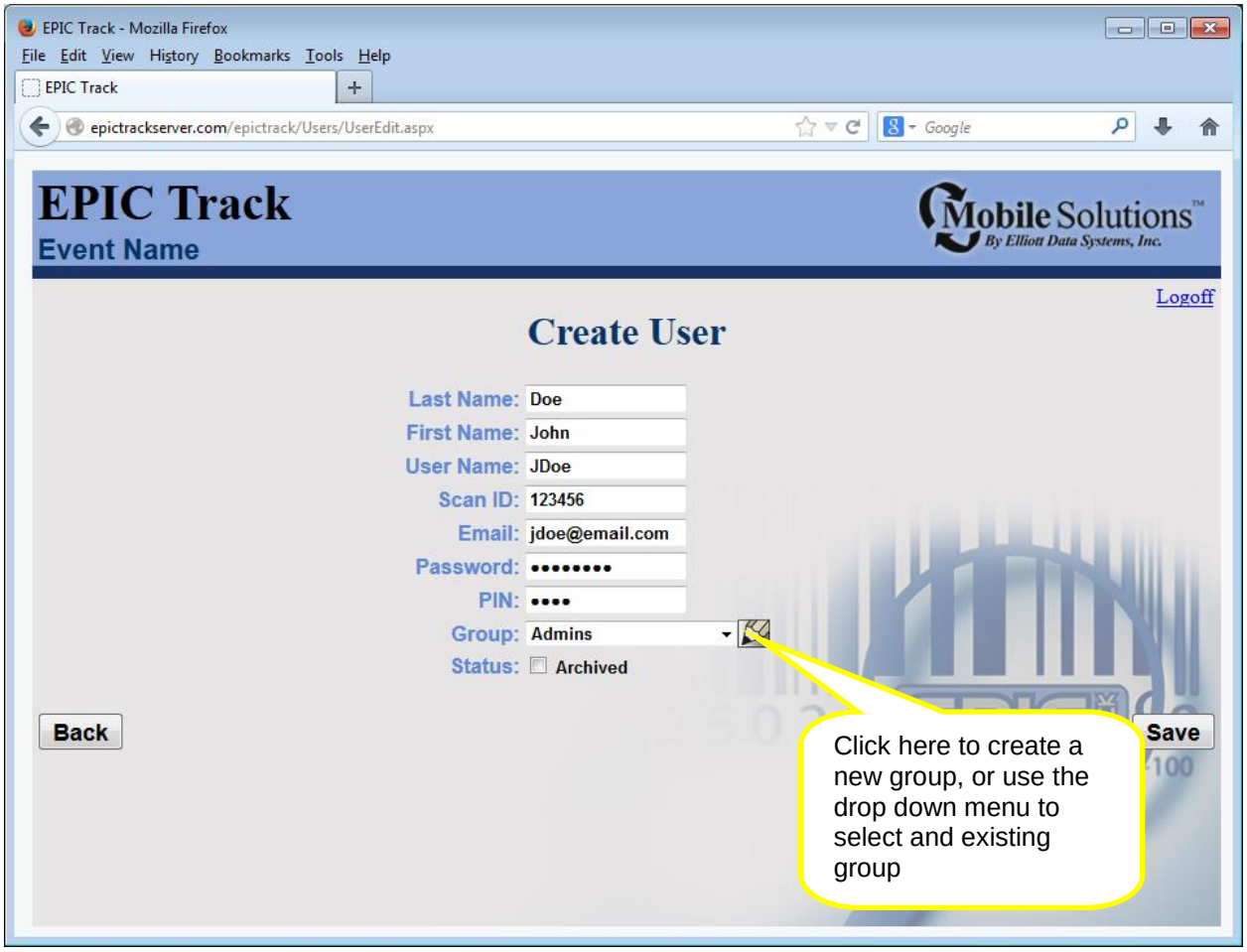
Creating Users/Groups

To create users/groups and assign or modify privileges use the following steps.

1. After logging into EPIC Track Server, click on the **Users** icon.
2. To create a new user, click on the **New Users** button as shown below:

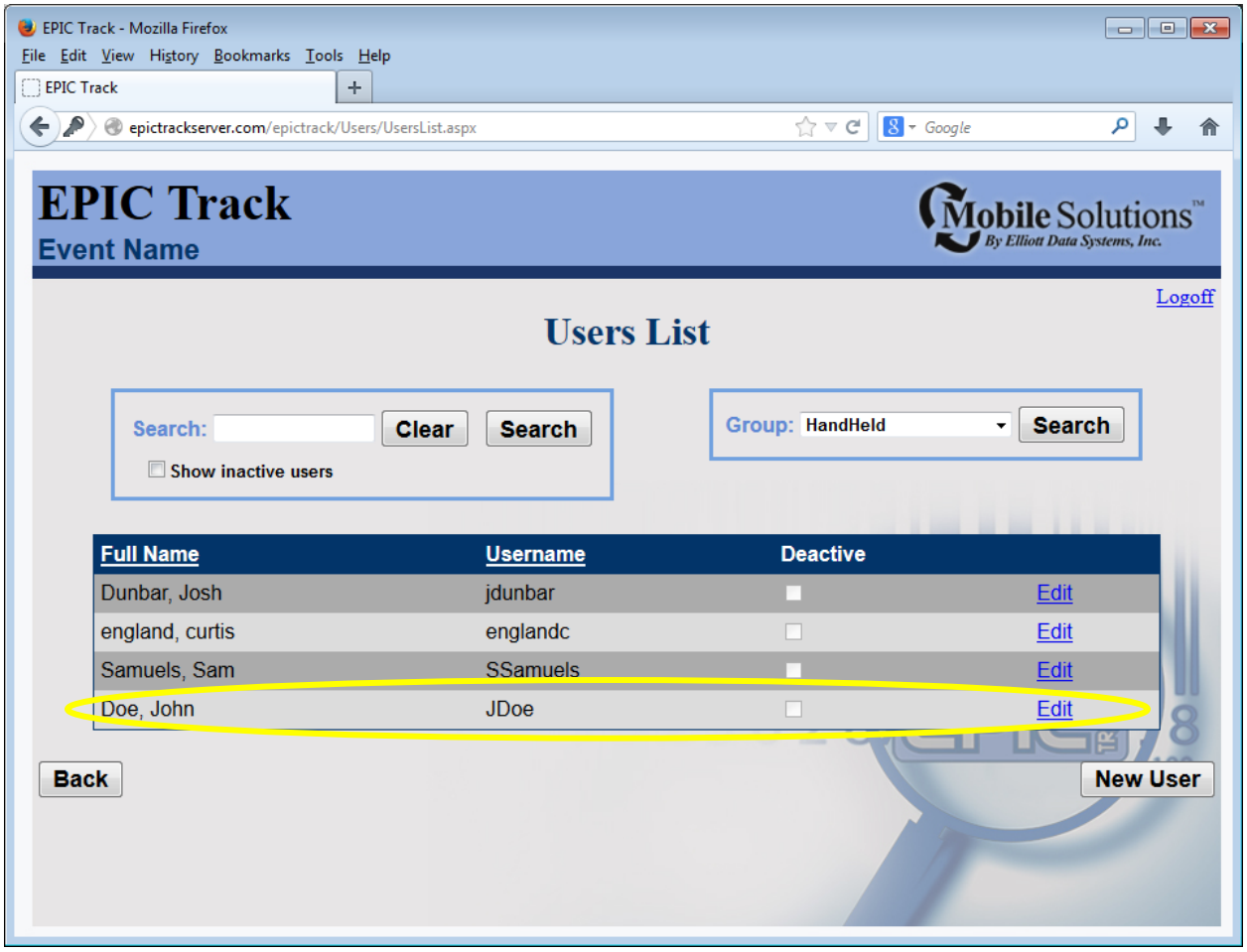


3. Fill in all of the data elements as shown on the screen below.

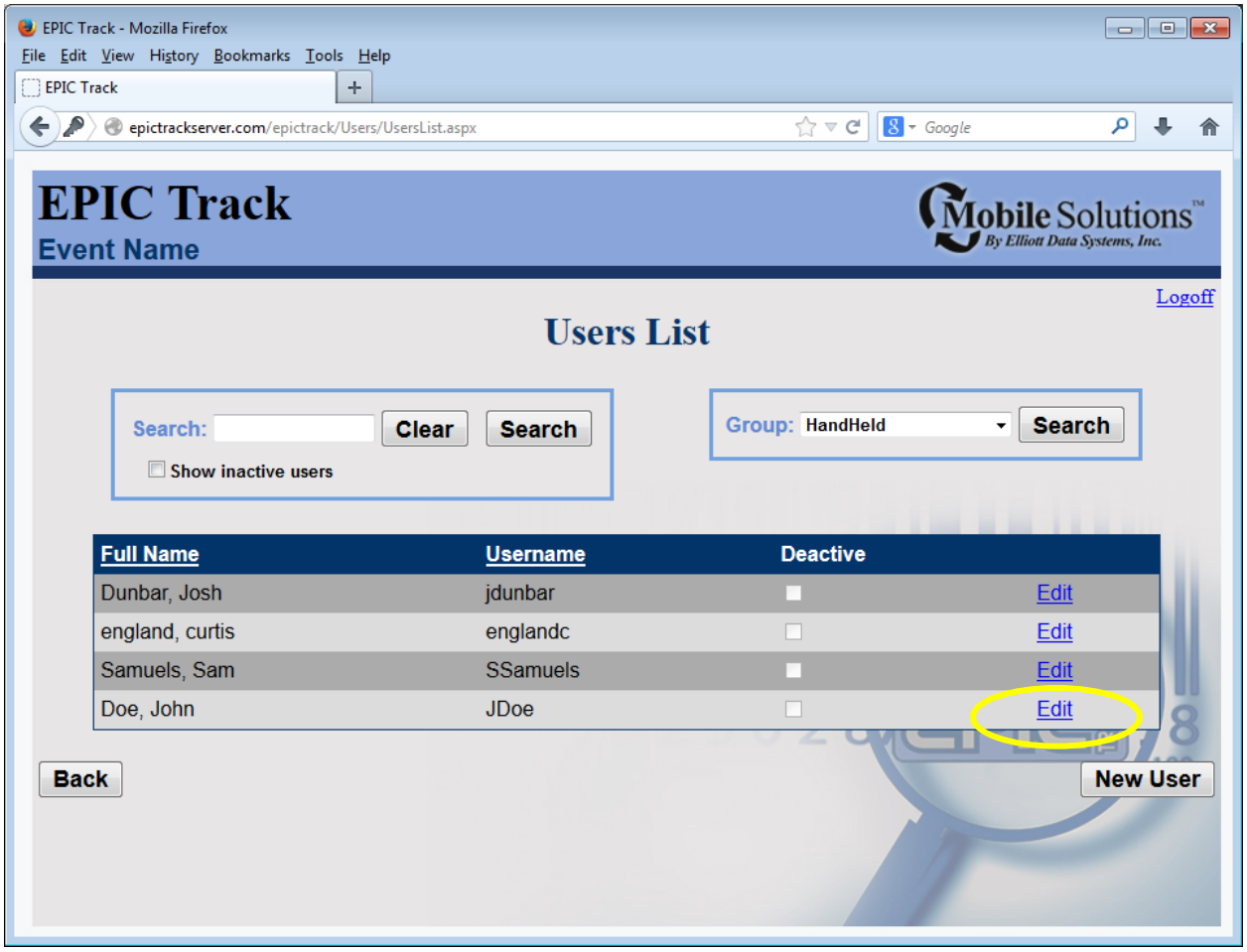


.

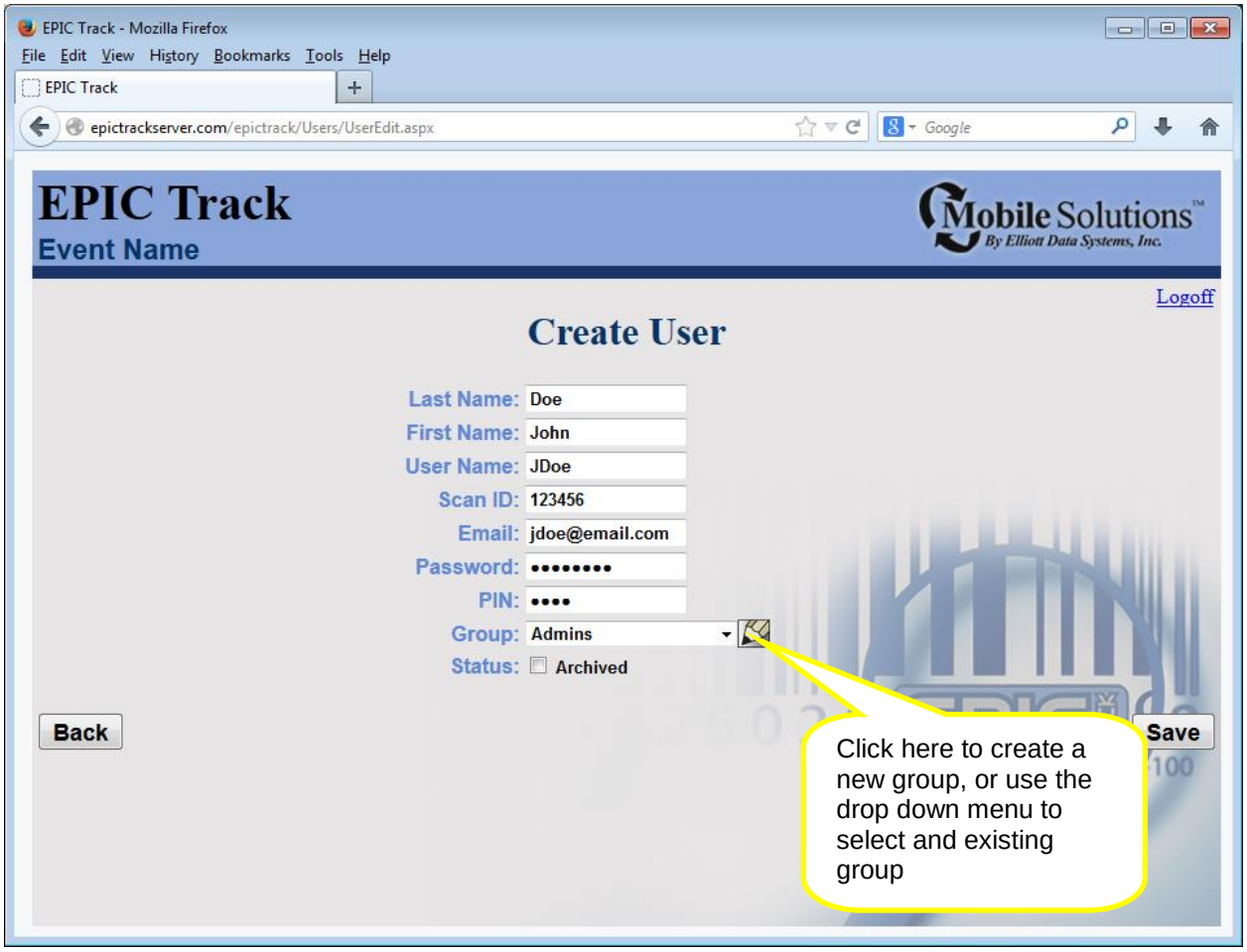
4. Click **Save**, to save the new user you created. You should now see the new user display on the **Users List** screen, as illustrated below.



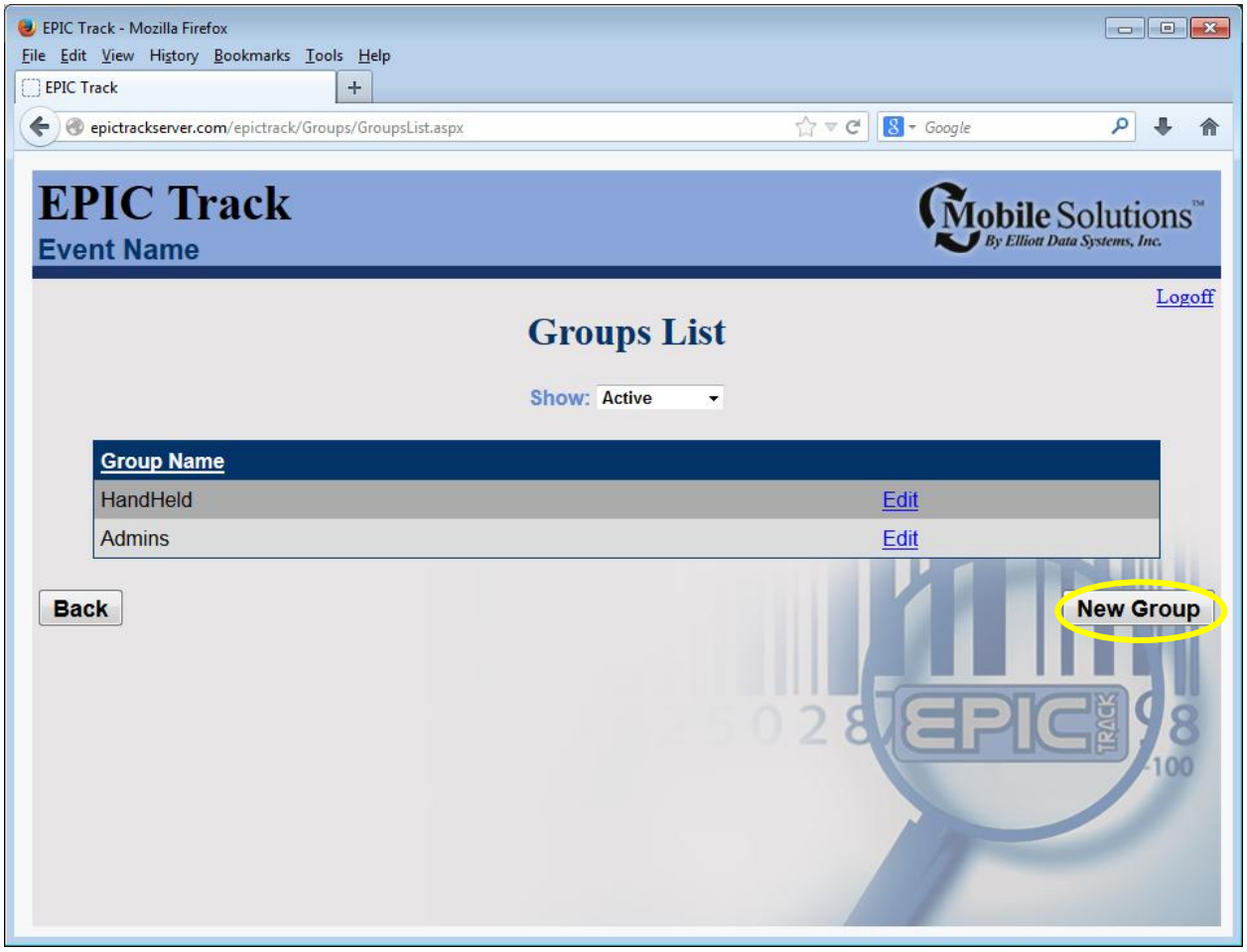
5. To create a new group, click **Edit** for a user displayed in the **Users List** screen as shown below.



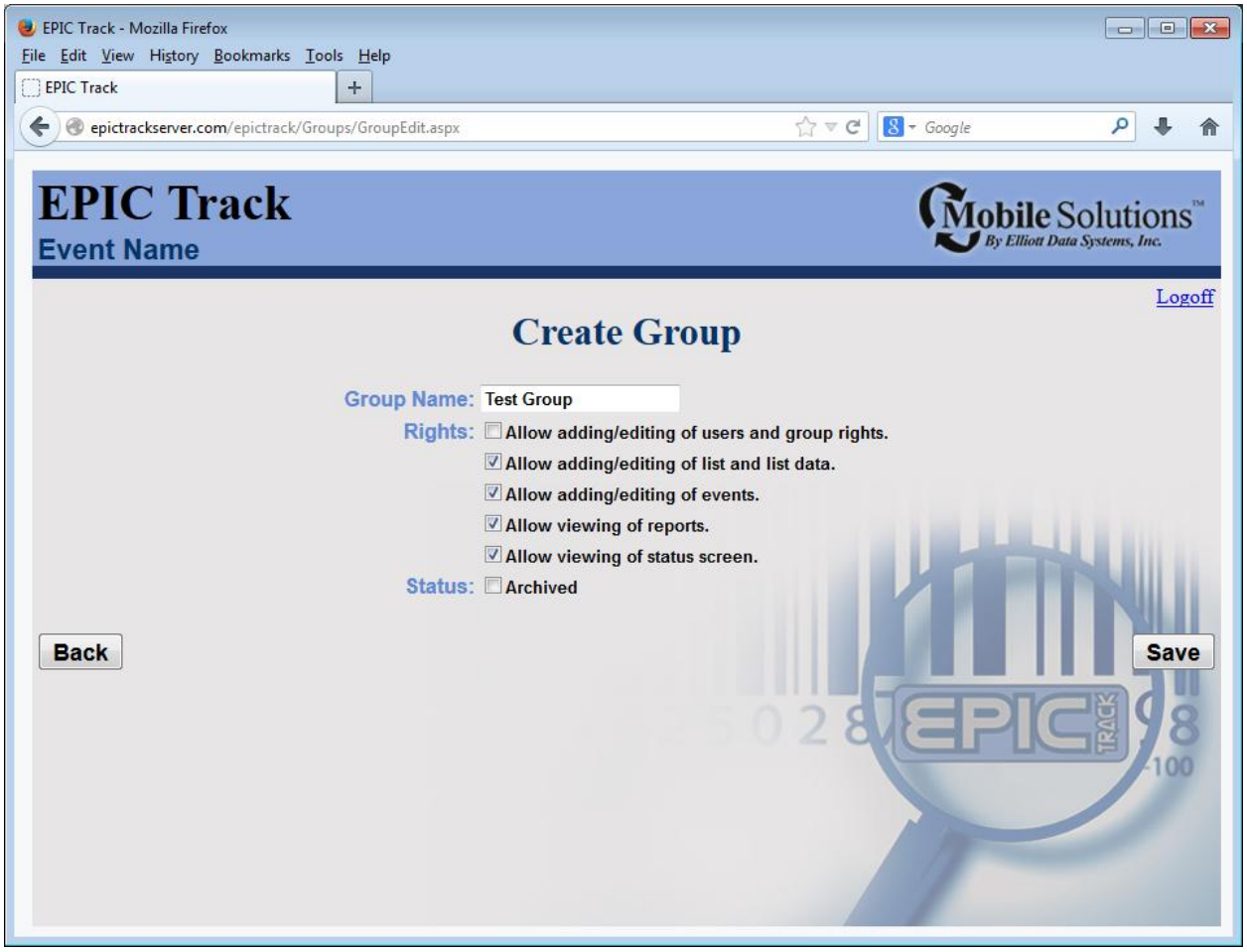
6. From the **Modify User** screen, click on the pencil icon to the right of the **Group** drop down menu, see below:



7. From the **Groups List** screen, click on "**New Group**".



8. From the **Create Group** screen, you can name your group and select any rights that you want to assign to this group. Once finished, click **Save** to save your new group.

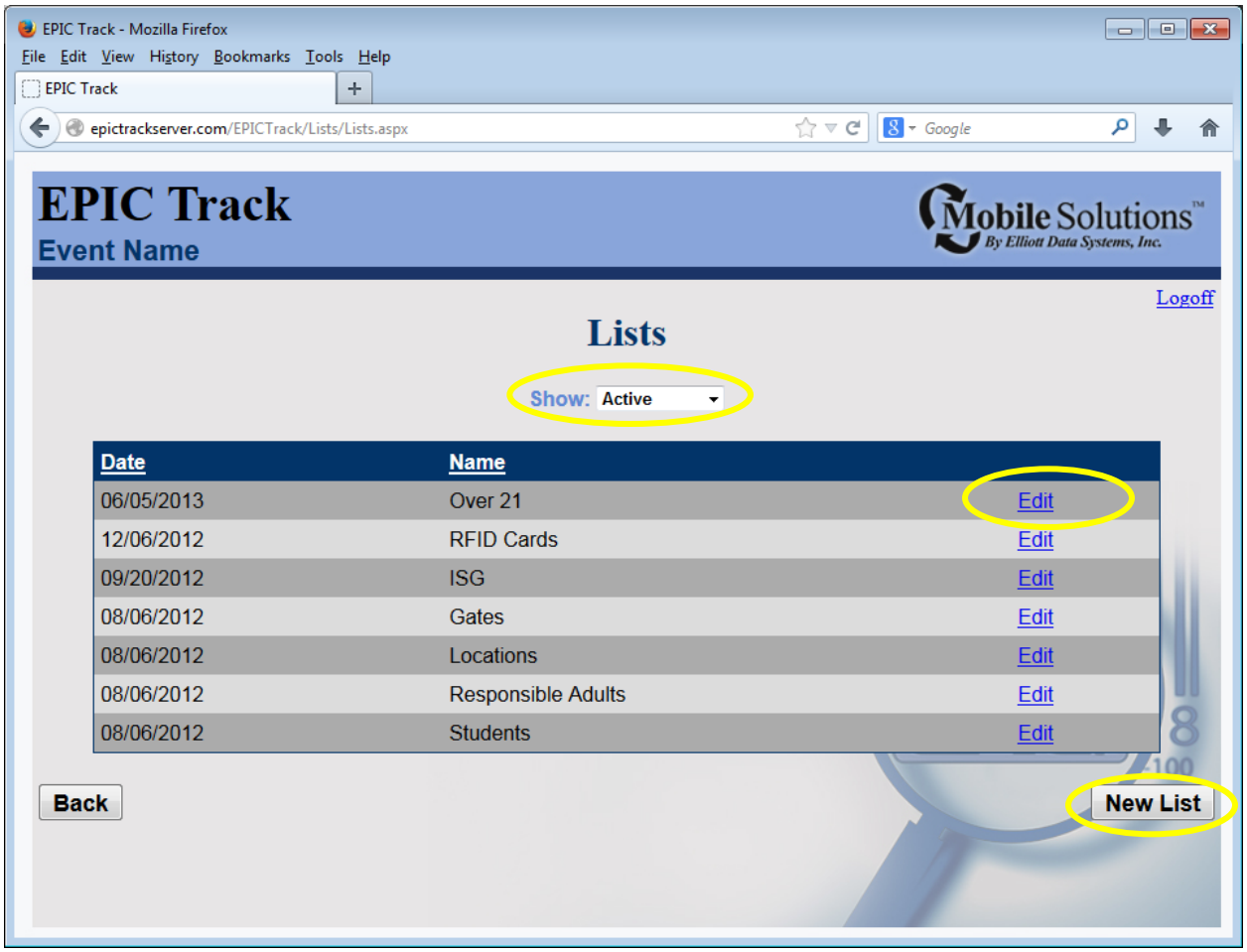


Creating Lists

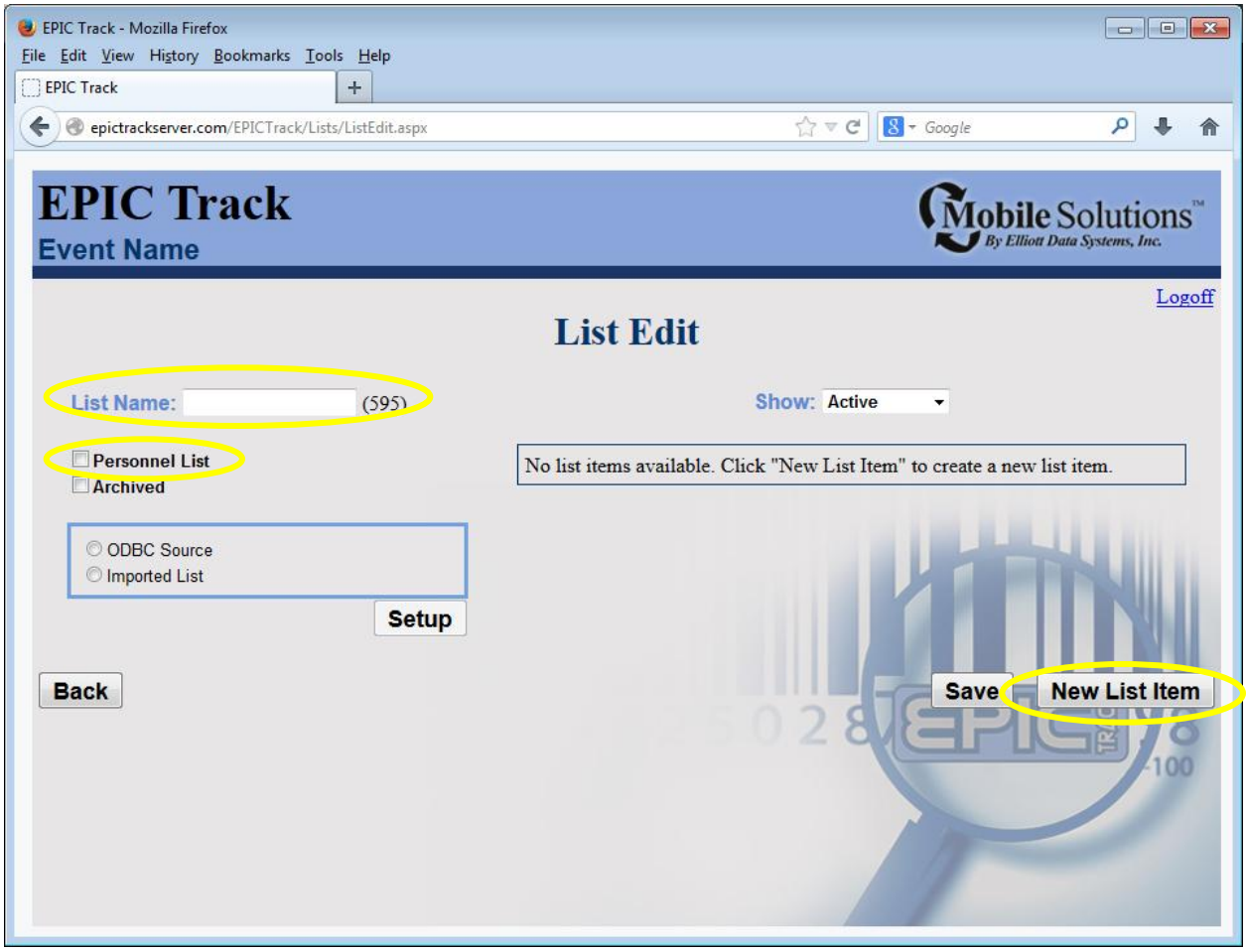
Lists can be created for anything that will be tracked using **EPIC Track**. Please remember that lists can be people, places or things. Lists can be created manually through the EPIC Server screens, explained in the following steps. Lists can also be generated automatically by using the **EPIC Data Connector Tool**.

Note: Please see the section on EPIC Data Connector for more information.

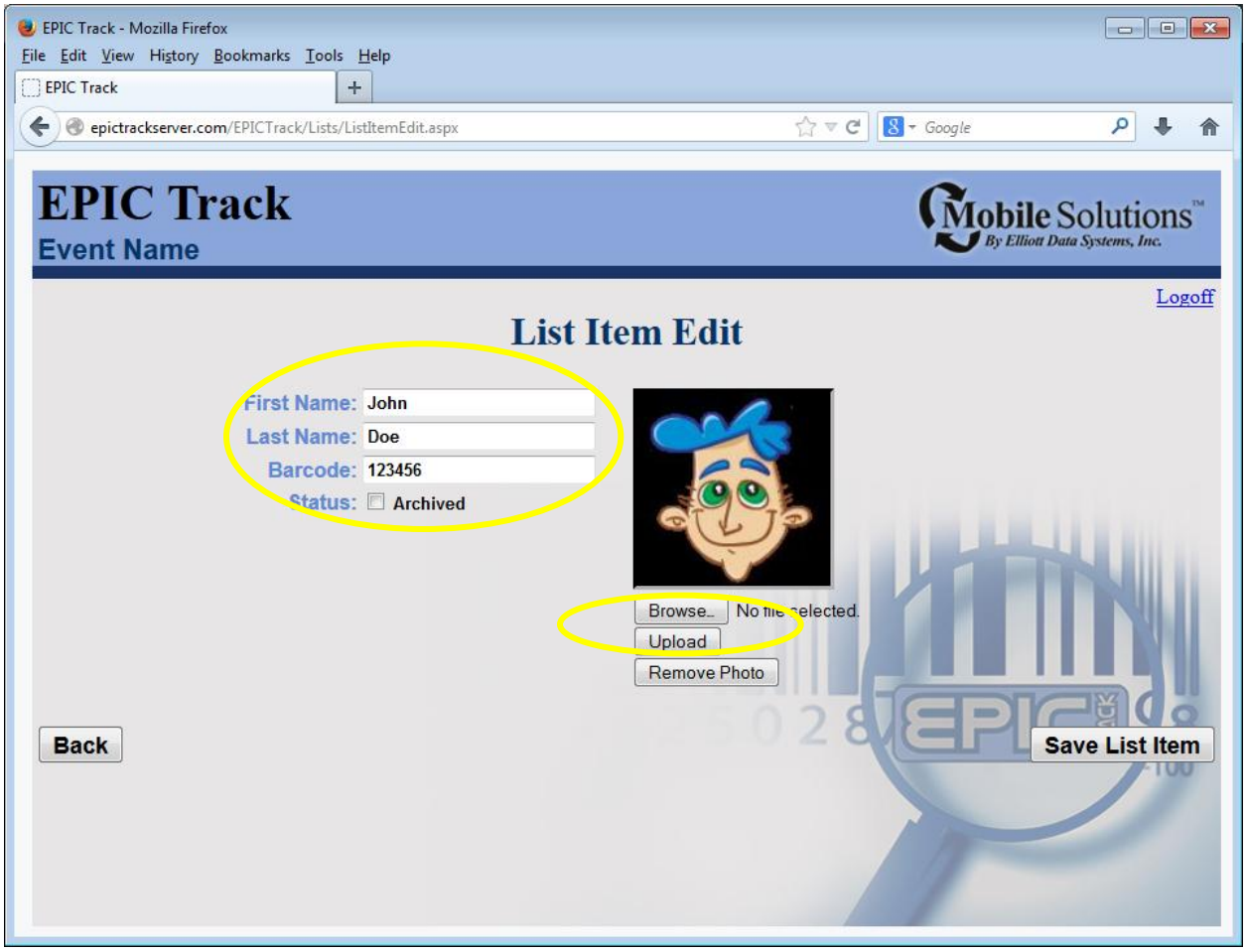
1. From the **EPIC Track** Server screen, click on the **Lists** button.
2. You should now see the lists screen as shown below.
3. From the screen you can select to "show" **Active** or **Archive** lists, click "**Edit**" to modify an existing list, or click "**New List**" to create a new list.



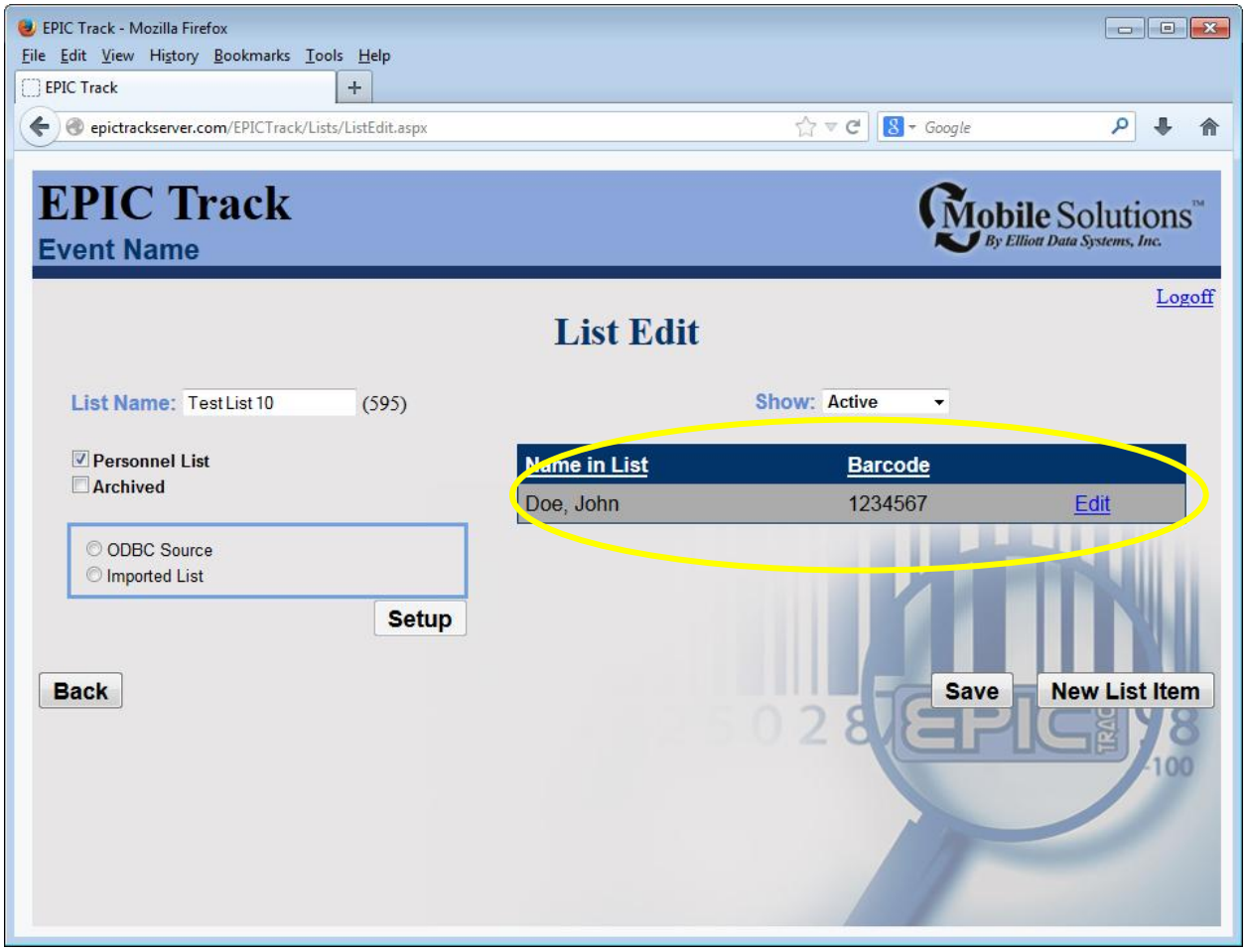
4. Click on "**New List**" to manually create a new list of people, places, or things.
5. You should now see the **List Edit** screen. From here you can name your list using the **List Name** Field. If this is a list of Personnel, you should also click the check box next to **Personnel List**. Last, click on "**New List Item**" to begin adding things to your list.



6. You should now see the "**List Item Edit**" screen as shown below. In the example below we are creating a list of people or "Personnel".
7. Use the fields for **First Name**, **Last Name**, to enter the data associated with this person. You can add a unique number if you wish, but this is not required.
8. To add a photo to your list item, click on the **Browse** button below the photo field. This will allow you to search for photos on any of your accessible drives. Once you select the photo you want, click the **Upload** button and it should appear in the "**List Item Edit**" Screen.



9. The last step is to click "**Save List Item**". You should now see your list item created as shown below.



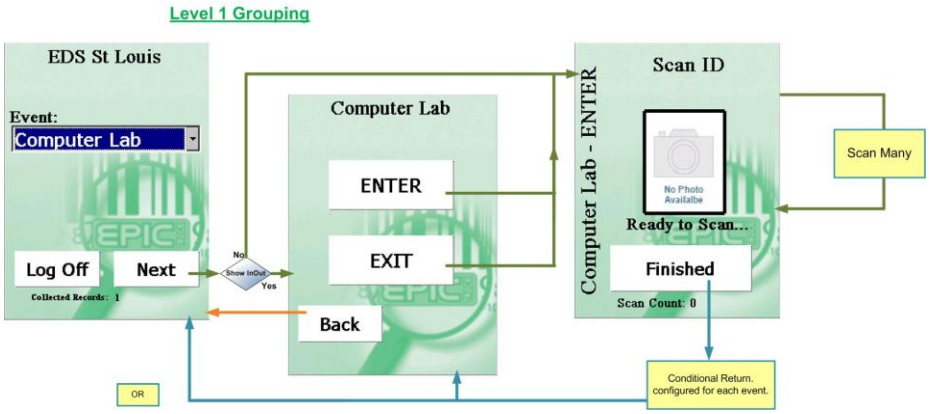
Creating Events

Before going through the steps to create a new event, it is important to have a basic understanding of the logic behind creating events. Events can be configured for almost any tracking scenario. Simple events may only track items from one list, while complex events might track items from several lists that need to be associated together. When designing an event it is important to understand what the main item you want to track is, and set up the event so that item is the last list in the event. It is also helpful to understand the output or reporting that you want to get from a tracking event. By understanding the output, it is easier to design the event appropriately.

Below are some diagrams that show a simple and complex event displayed with all the steps included in the event.

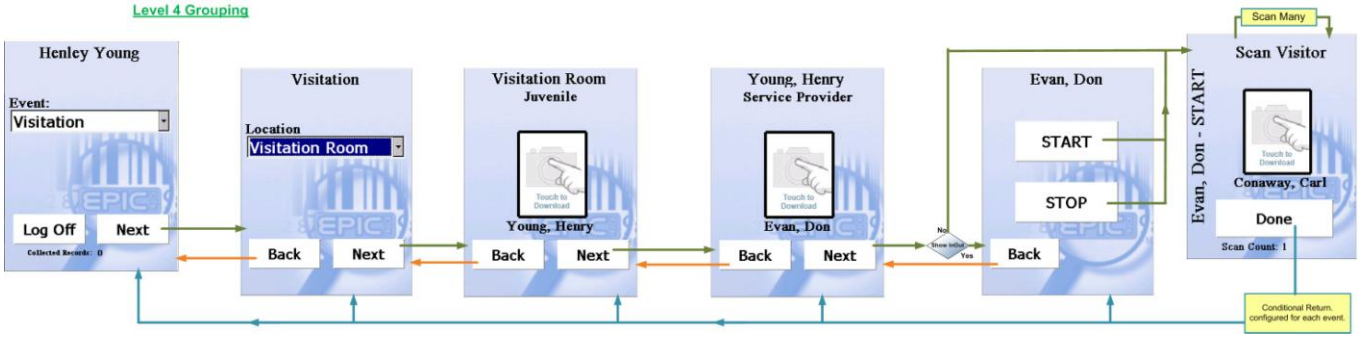
Level 1 Event

This is designed to track people or things from only one list. It is important to understand Levels. Level 1 events track one list, Level 2 Events track two lists and so on.

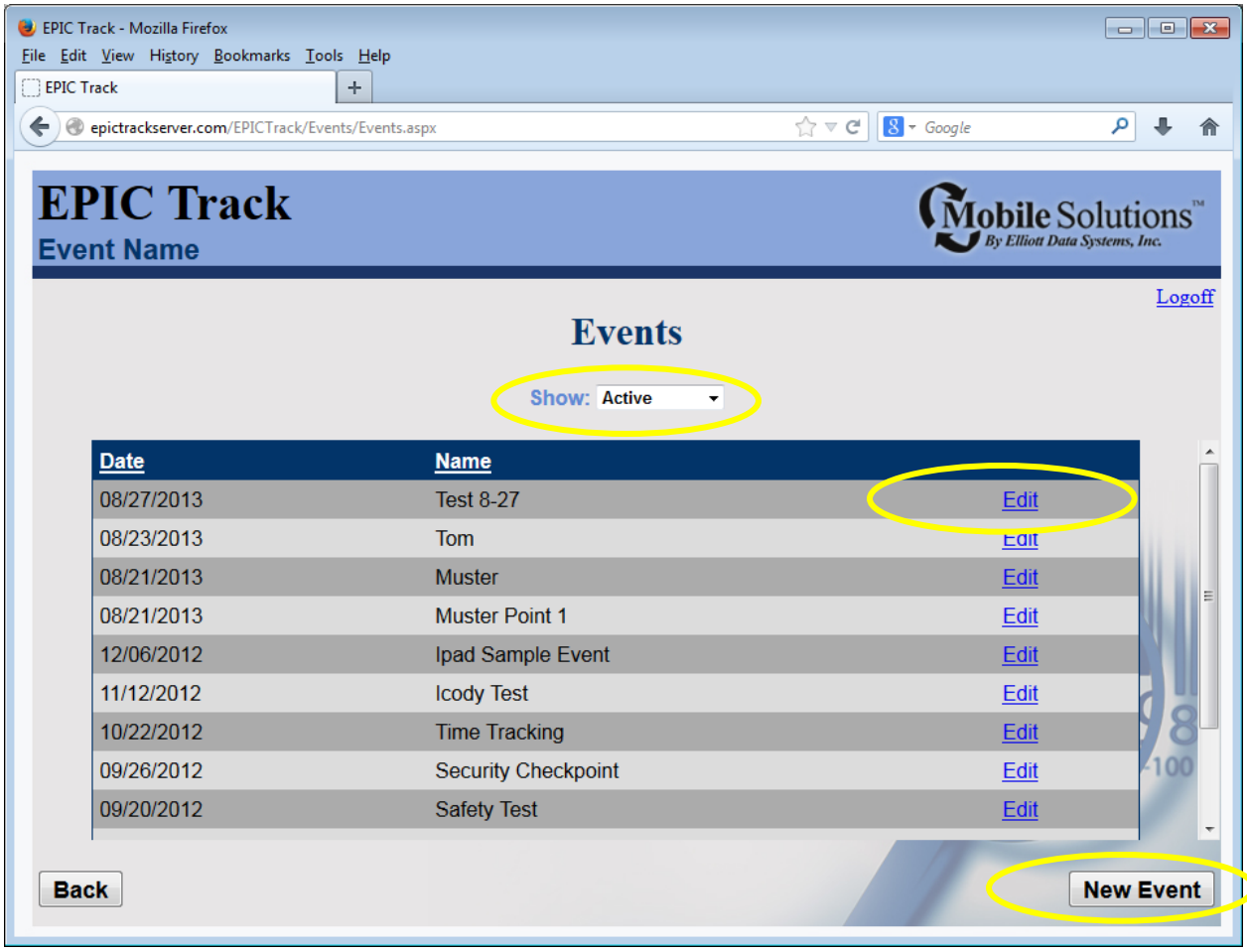


Level 4 Event

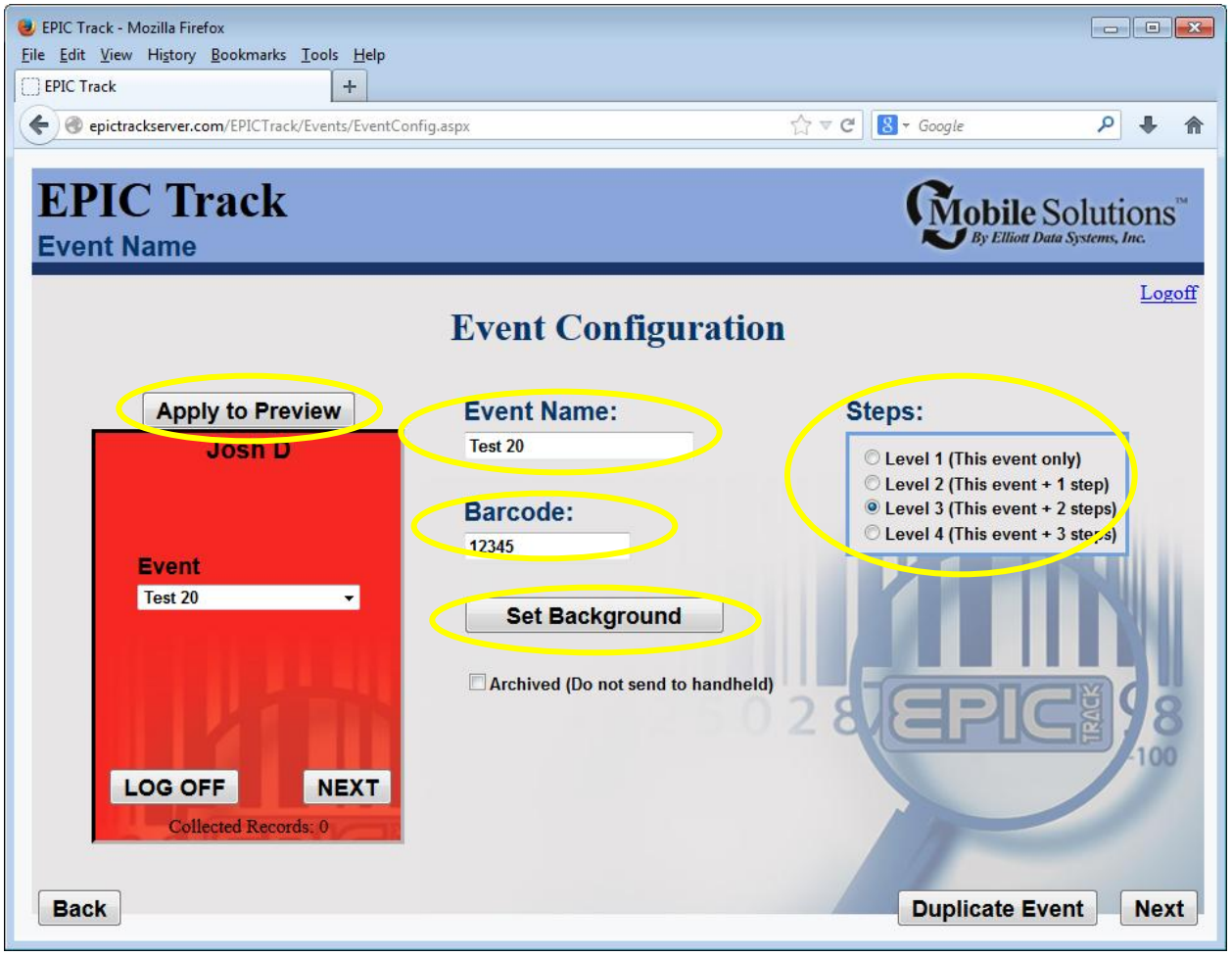
This is designed to track people or things from four lists. In the example below we are tracking a location, juvenile, service provider, and visitor.



1. From the **EPIC Track** Server screen, select the "**Events**" button.
2. From the **Events** screen shown below, you can either edit an existing event, or create a new event. Please also note, the "**Show**" drop down menu can be changed to either show only **Active** or **Archived** events.



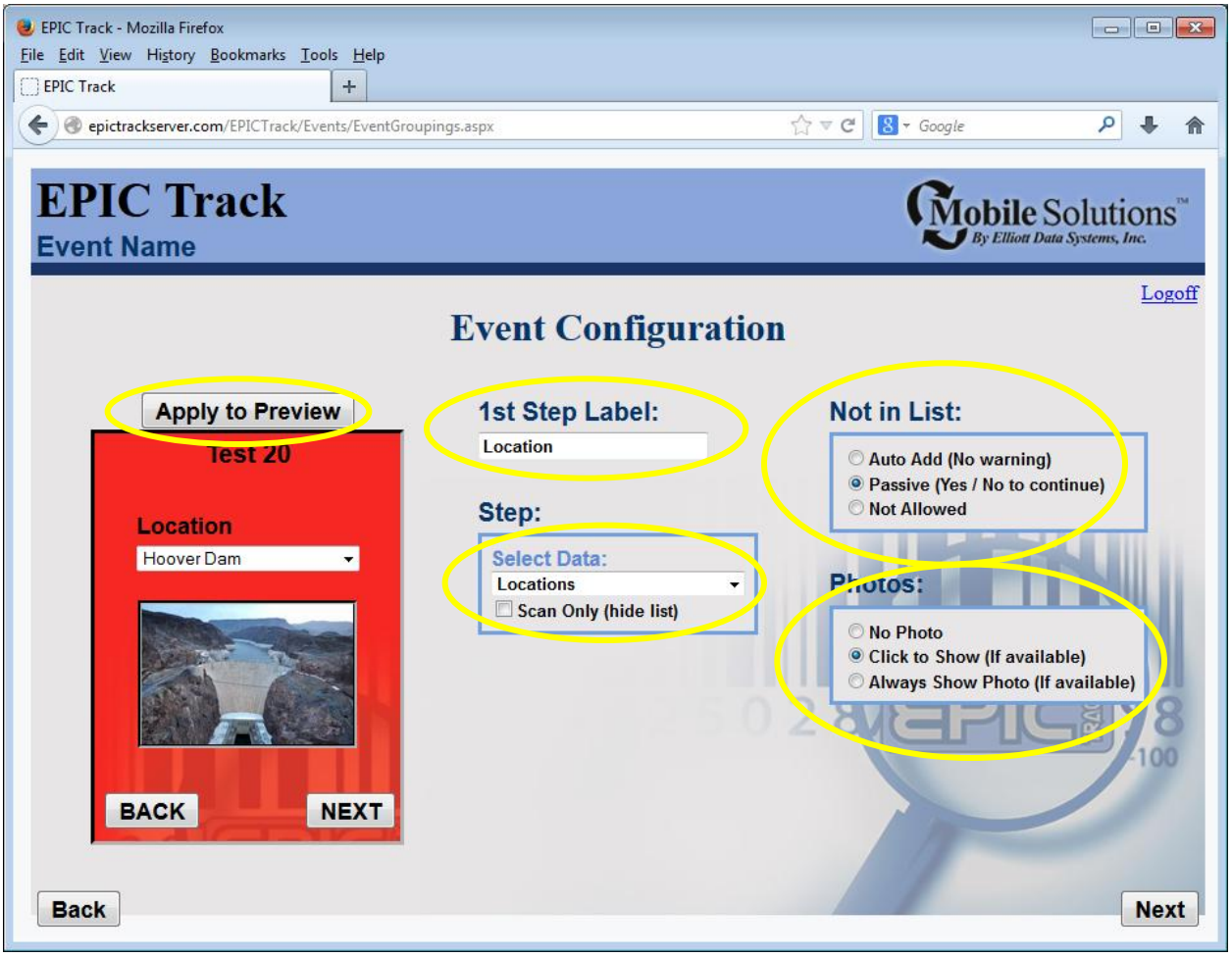
3. To create a new event click on the **New Event** button.
4. You should now see the "**Event Configuration**" screen.
5. Name your event by typing in the **Event Name** field. Below is a sample event named "Test 20". If you wish to select this event by scanning a barcode, you will need to enter the barcode number you wish to associate with the event. You can click "**Set Background**" to change the background color of the event. From the **Steps** Menu, select the number of levels included in your event. In the sample, **Level 3** has been selected. Click the **Apply Preview** button to preview the settings you have configured so far. Lastly, click "**Next**" to configure the next step in your event.



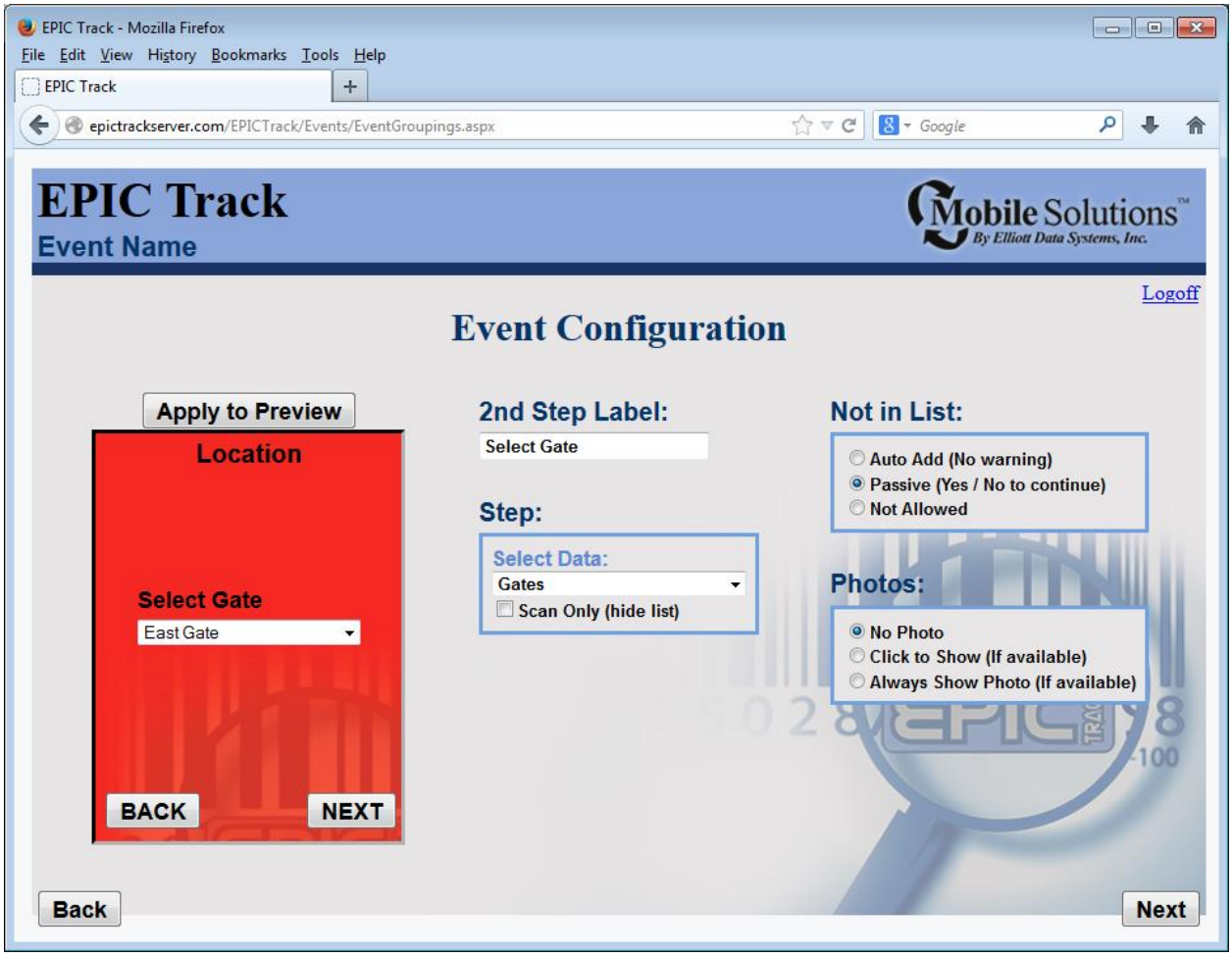
6. On the next "**Event Configuration**" screen, you should start by adding your label for this first step. In the example, Location will be tracked. So you will fill in "location as the **1st Step Label**. Under "**Select Data**" you will also select the "locations list" that you previously created. Next, choose what you want the event to do if a scanned/selected item is not in a list. The choices are **Auto Add**, **Passive**, or **Not Allowed**.

   Note: See screenshot for definitions of the choices of Not in List.

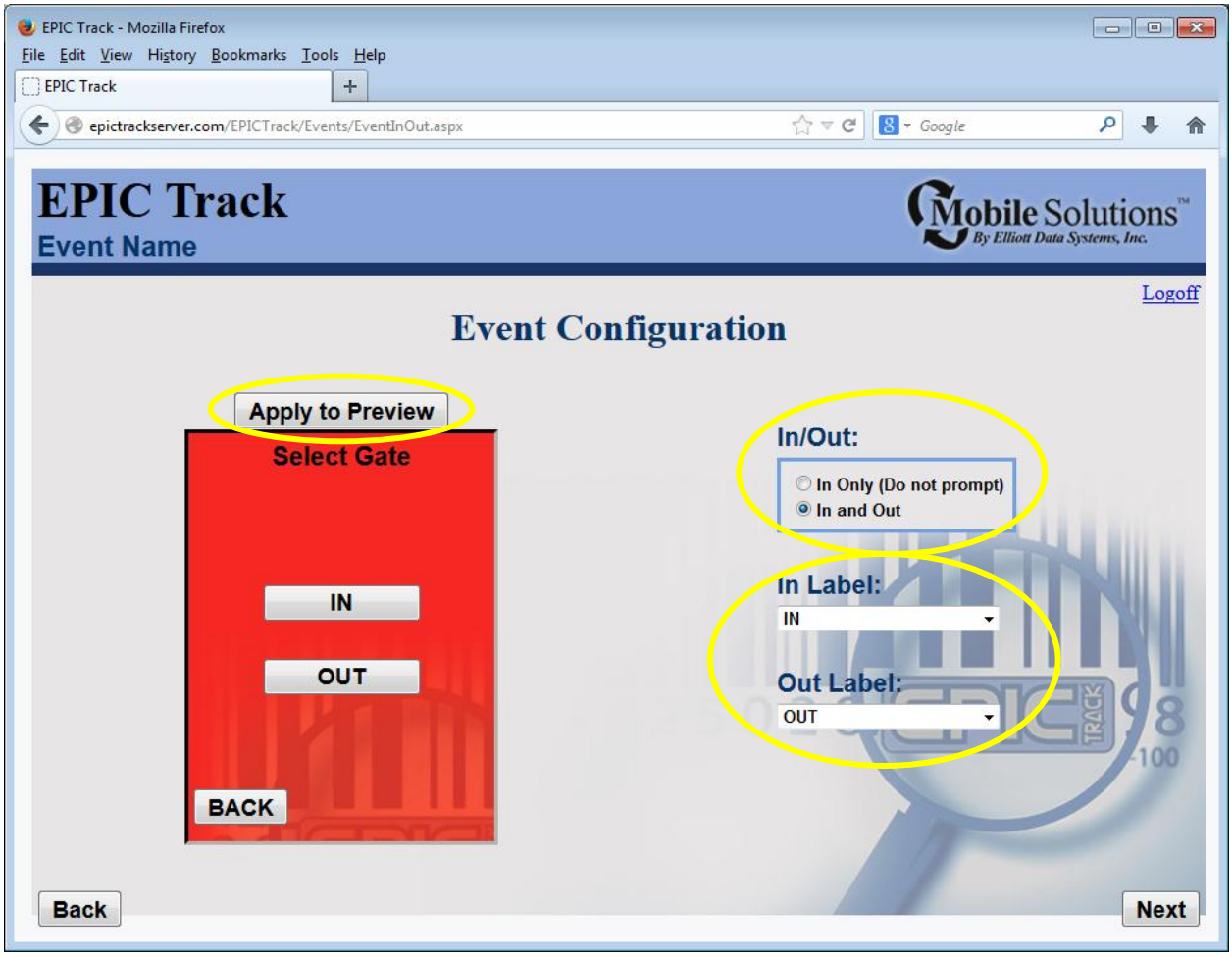
   For this example **Passive** has been chosen. Lastly, choose an option to show photos if photos will be associated with this step.



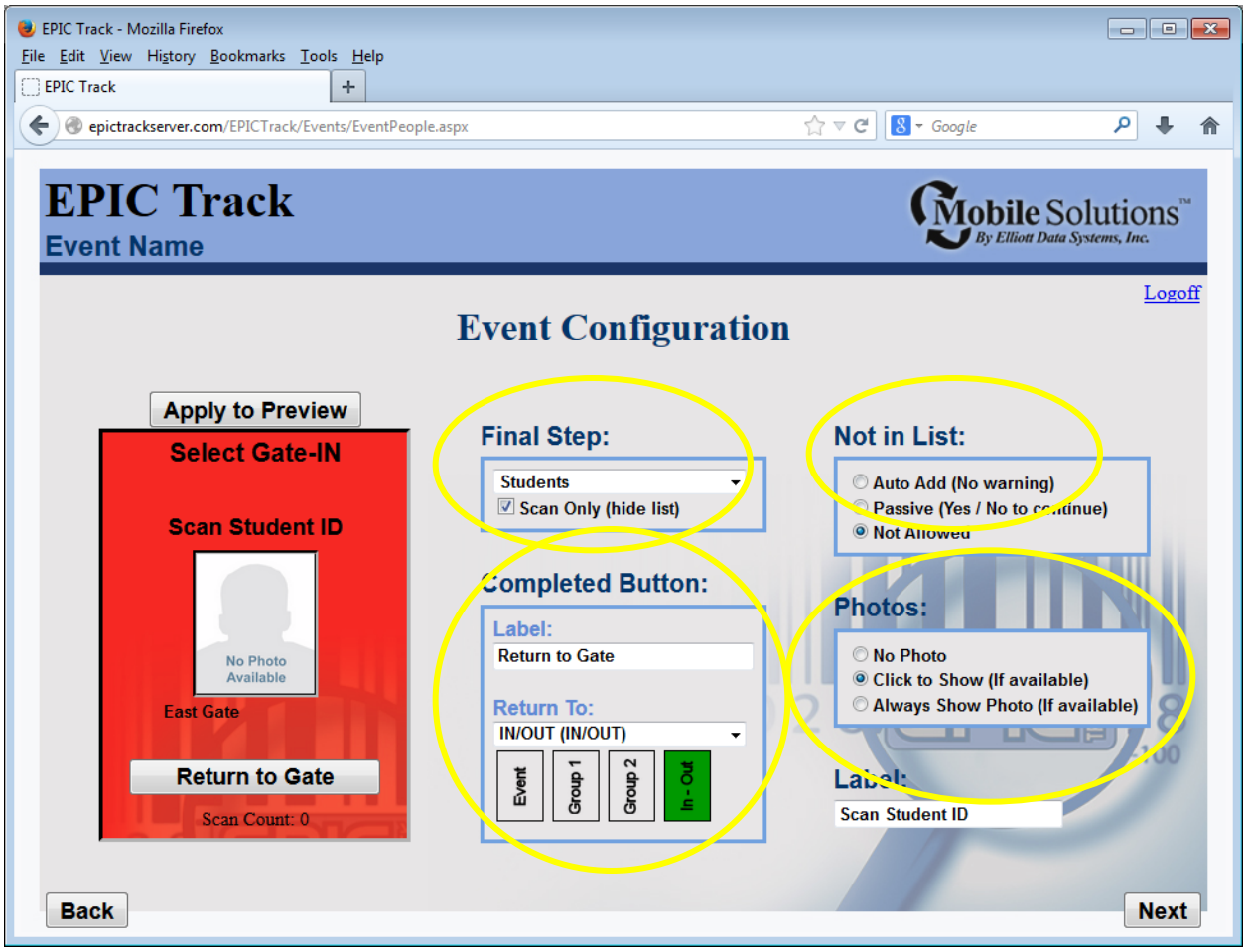
7. Continue on to the **2nd Step** screen. Fill in the label for "**2nd Step Label**, then select the appropriate list to pull data from in the "**Select Data**" drop down menu. In the example, "**Select Gate**" and the **Gates** list were selected for the data. Make your selections on how to handle the items not in the list and photos, just as you did in step 1.



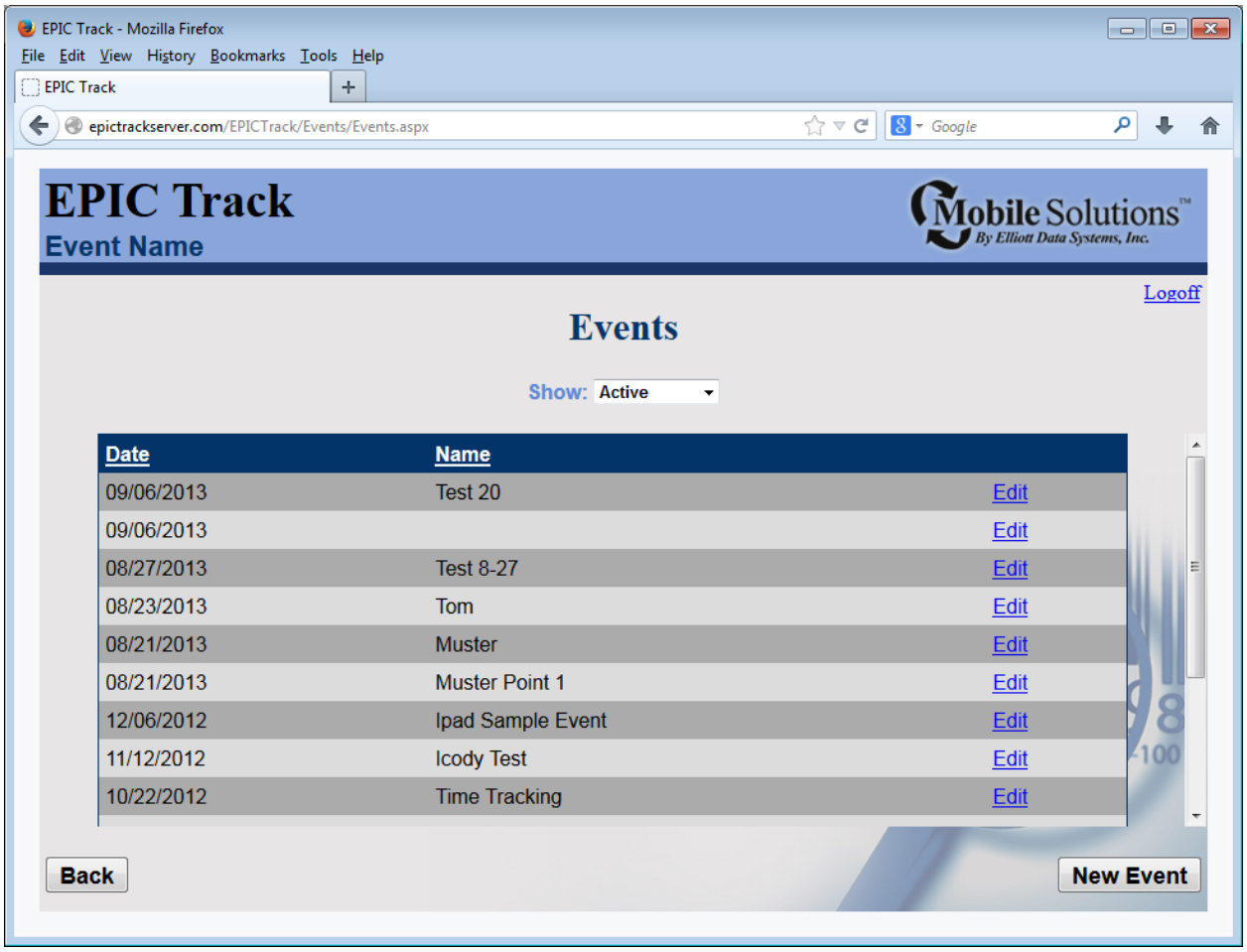
8. On the next screen we set our functions for status of the item being tracked. In our example so far we have set up screens to track a location and gate. Now we must determine how to label status (such as **In/Out** or if we only want to know status **In Only**. We can also change the labeling so that it matches with the context of our event.
   Note: Examples would be to change In/Out to Start/Stop.



9. After clicking **Next**, you should now be on the final step of the event. This is where you will configure tracking for the key item that you want to keep track of. In our sample tracking event, that item will be students. We can select a data list under "**Final Step**". Label the completed button and click on the group you want to return to after scanning. In our example we want to return **In-Out** after we finish scanning students. Select the "**Not in List**" function and **Photo** function for this step. Last in the **Label Field**, label the screen appropriately. In our example, we labeled "**Scan Student ID**".



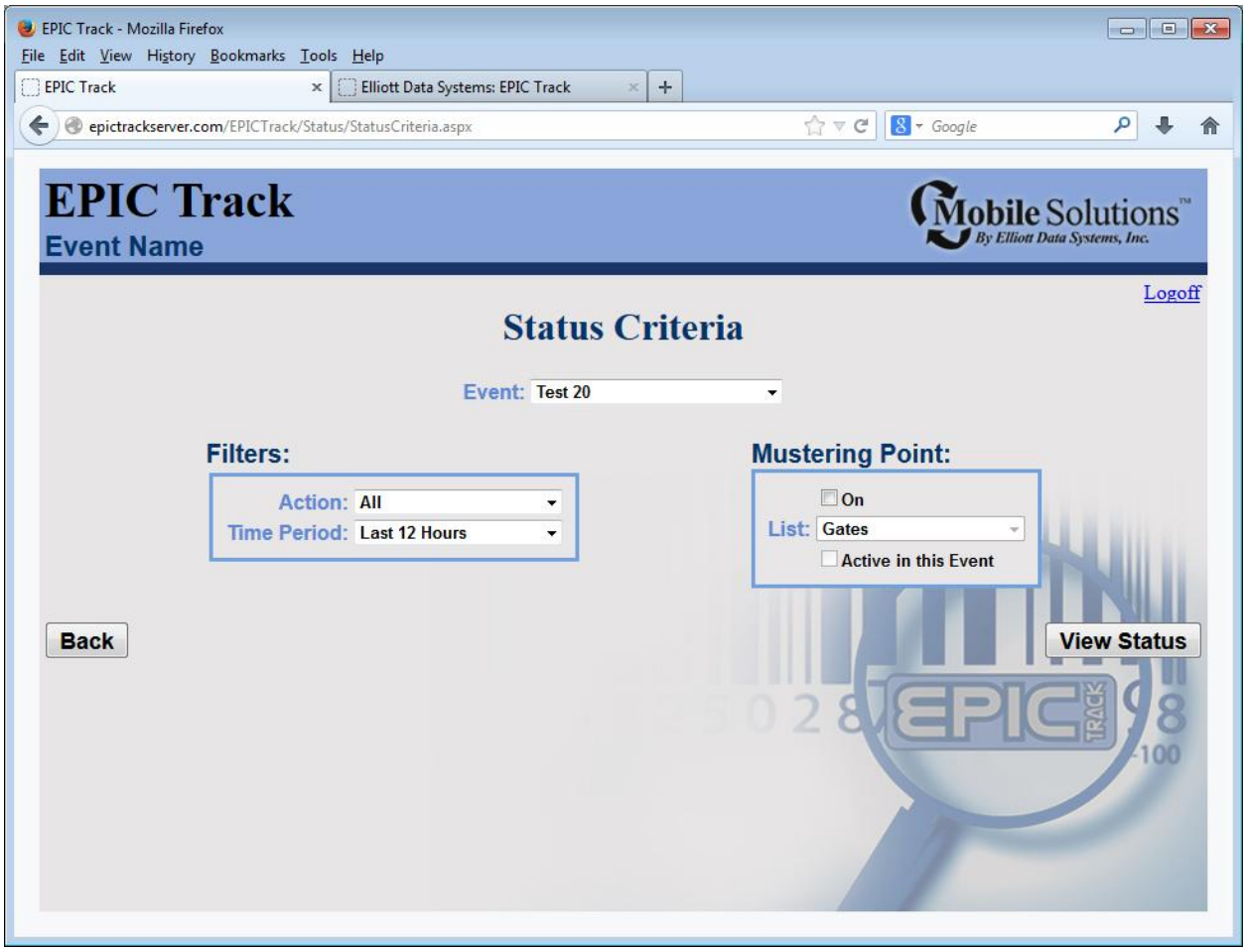
10. After clicking **Next** you have completed your event. You should now see your event listed in the **Events** screen. It is now ready to use.



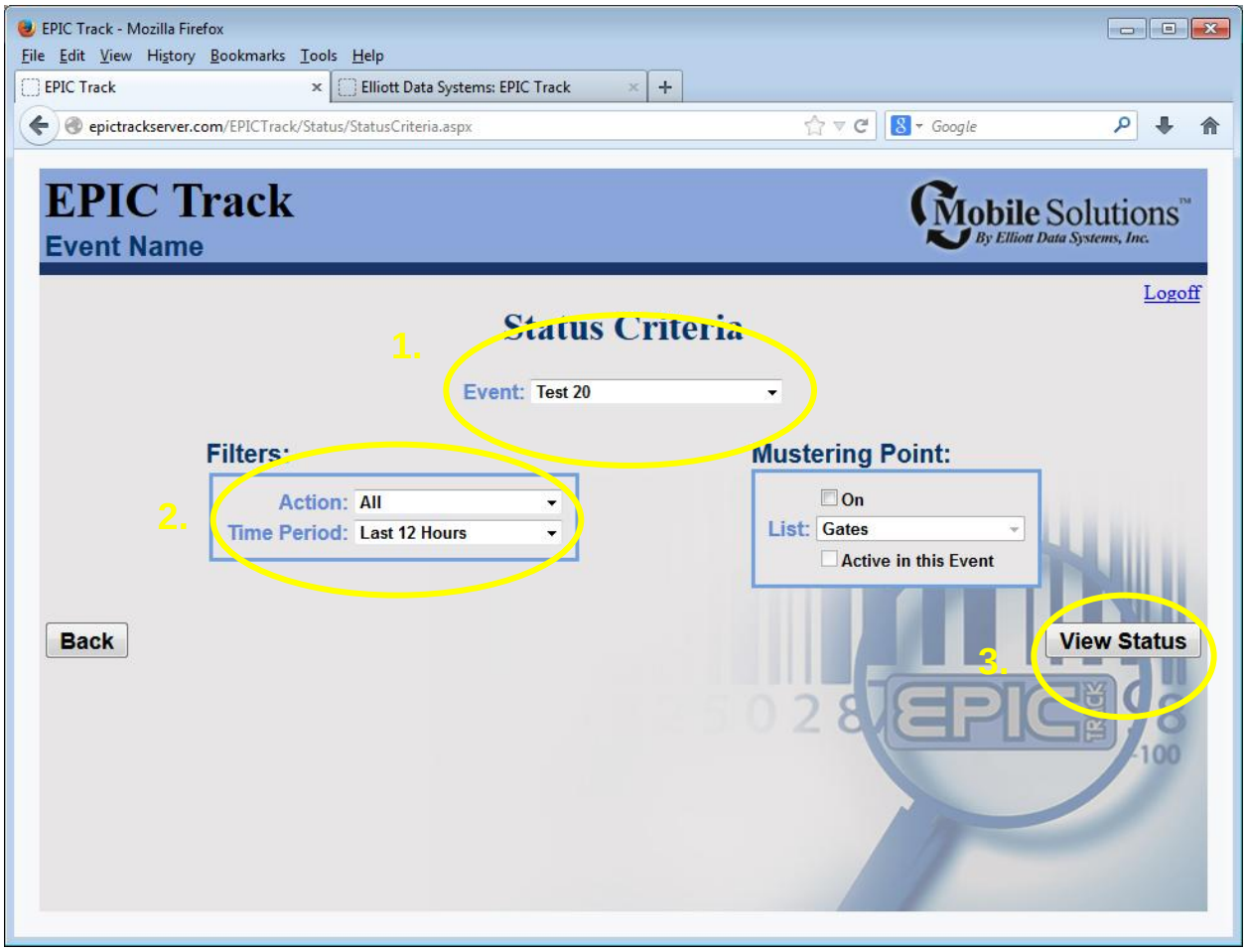
Status Functions

The status function serves two purposes. The first purpose is to monitor status in real time for events you have created. Second, it can be used as a mustering solution by identifying people or items from a list that have not been checked in. This is typically used for evacuation scenarios, but could be applied to other applications also.

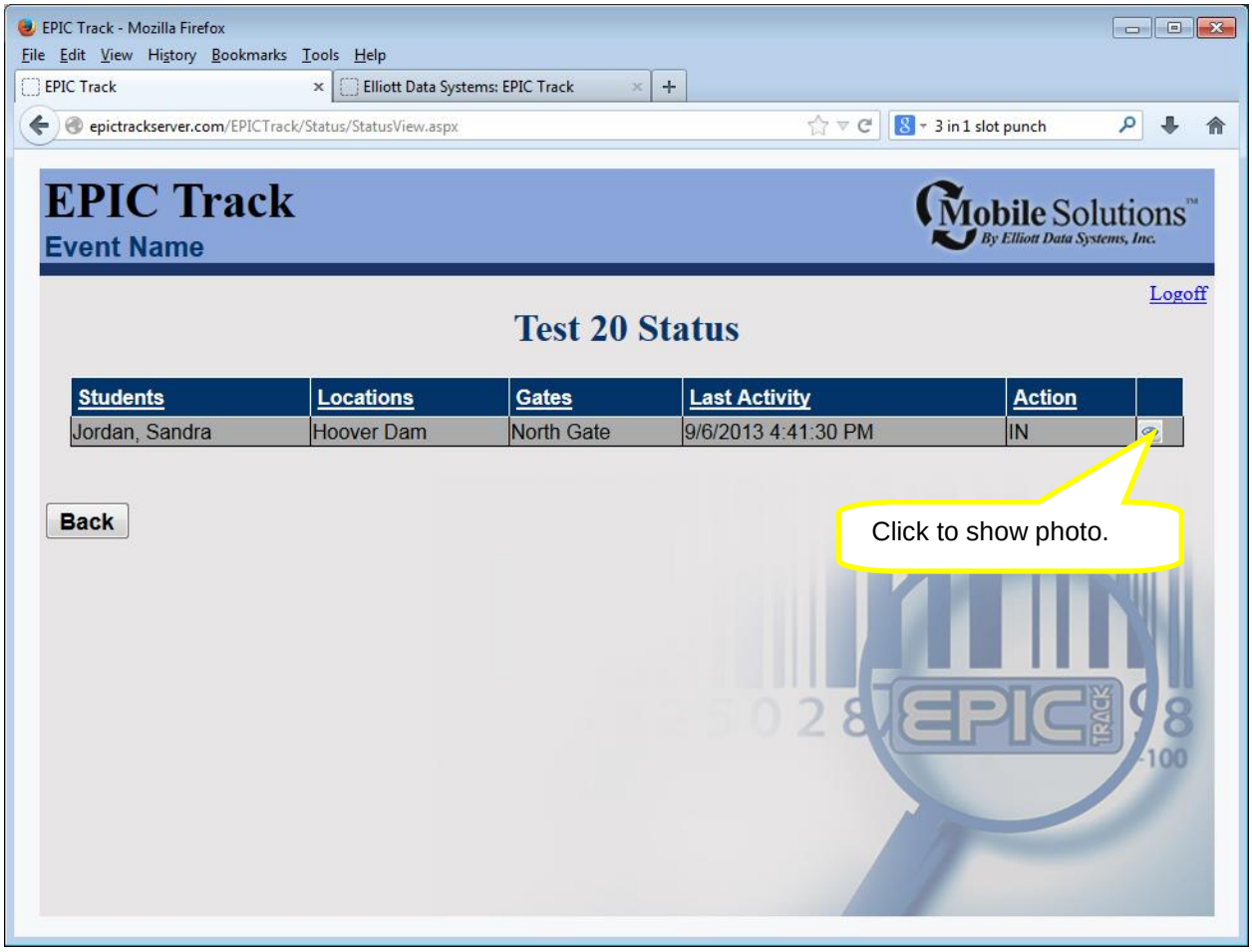
1. From the **EPIC Track Server** screen, click on the **Status** button. You should now see the **Status Criteria** Screen.



2. From the **Event** drop down menu, select the event you want to see status on. For status, use the drop down lists under "**Filters**" to select the action you want to monitor in the status screen, and the **Time Period** you want to see status for.
3. Click "**View Status**"



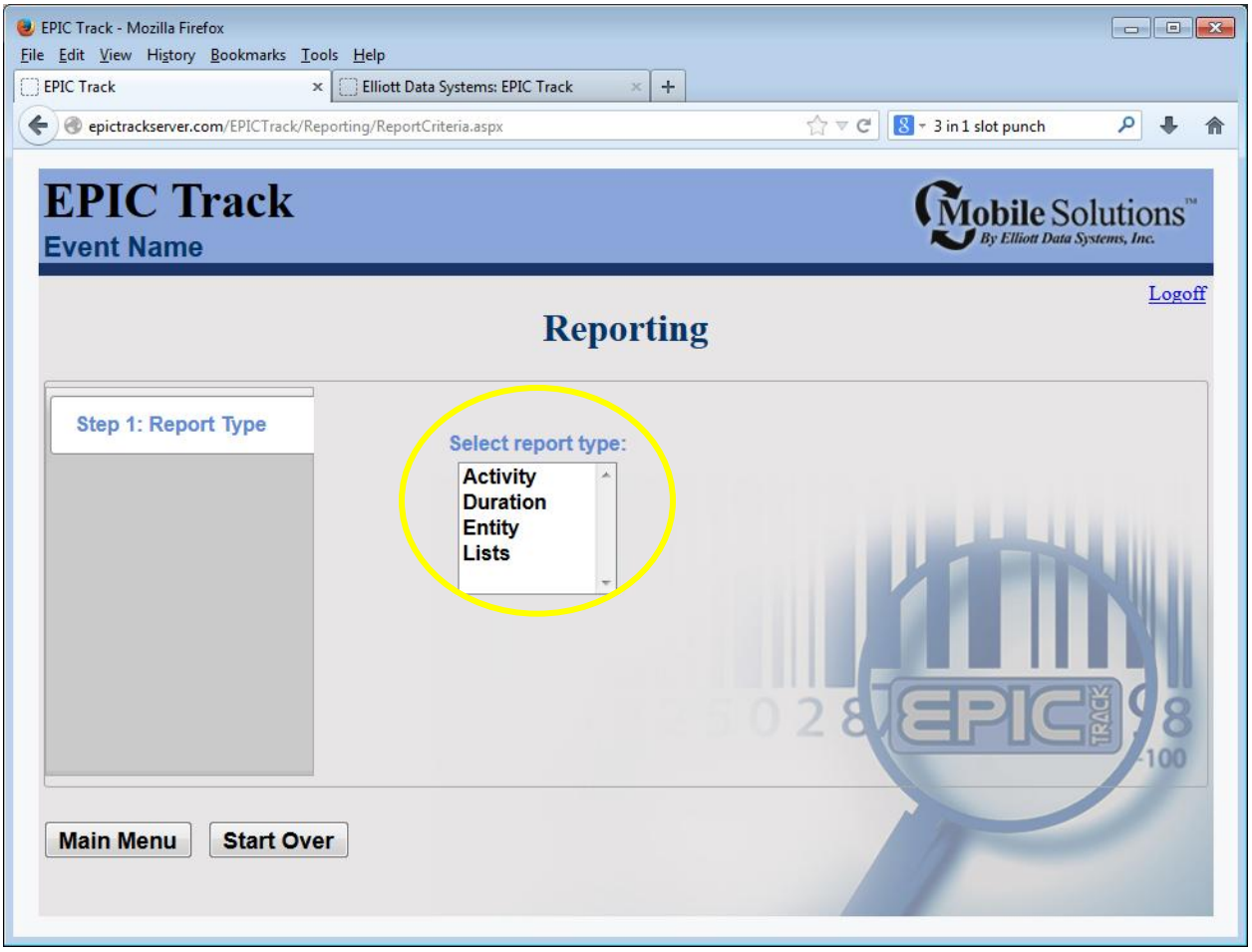
4. You should now see the status for your event. This screen will update in real time as people or things are active in the event. You can also see many pieces of data, including the last activity and action for the event. Clicking the icon on the right hand side of the line for a particular record, will also display the photo associated with this record.



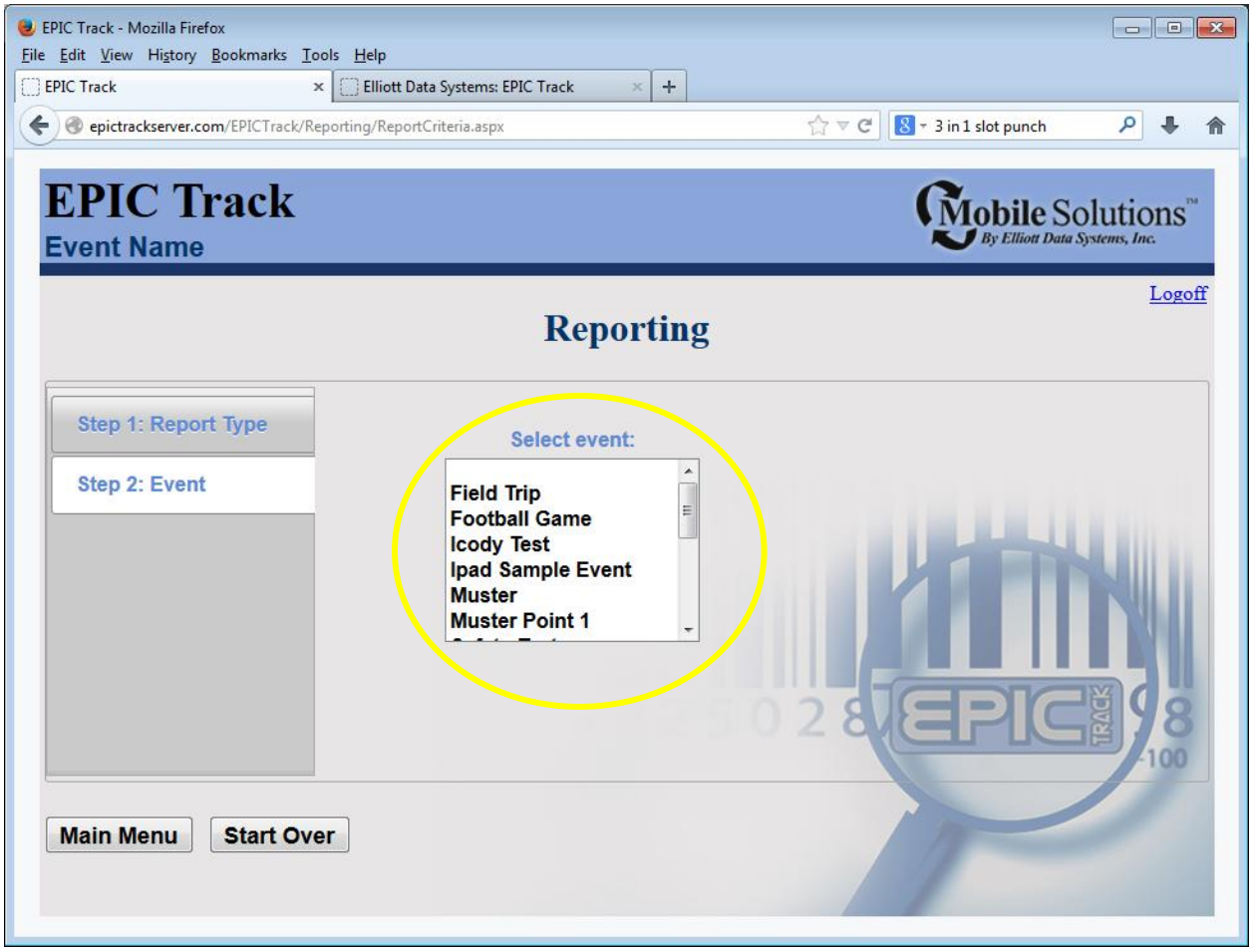
Reporting

The EPIC Track reporting tool provides an easy way to analyze data collected through EPIC Track.

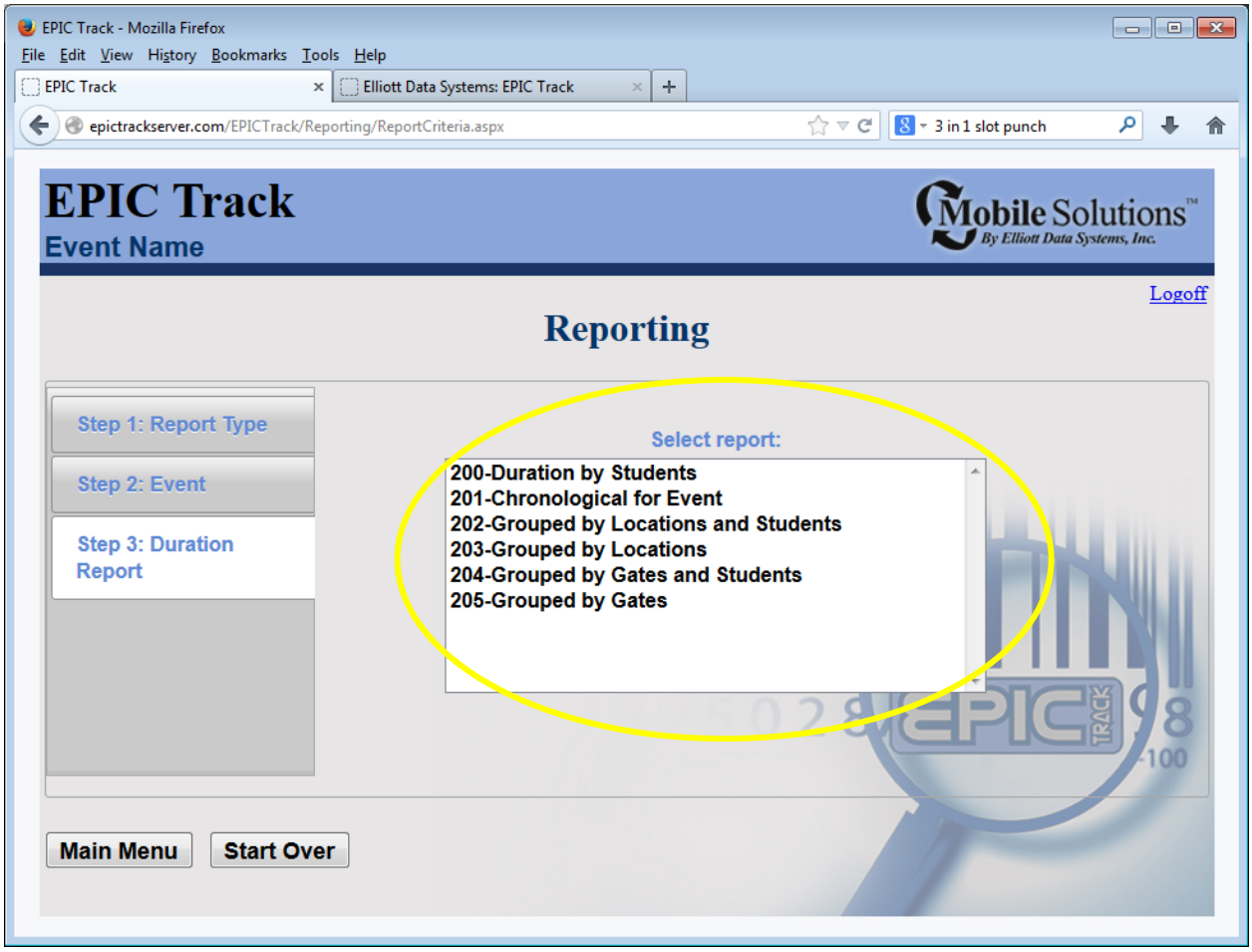
1. From the main **EPIC Track Server** screen, click on the **Reporting** icon.
2. From the "**Reporting** Screen, select the type of report you want to see.



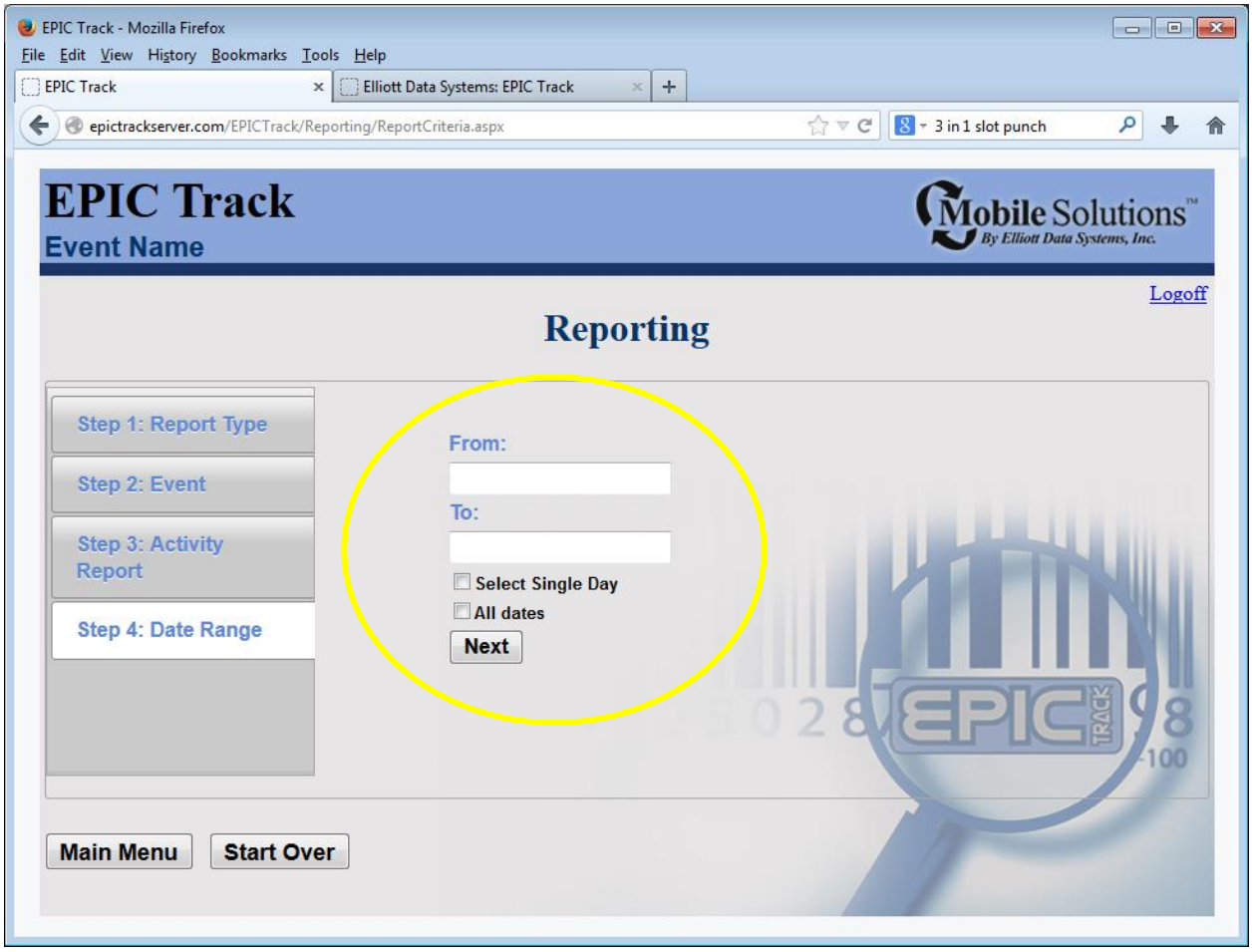
3. Next Select the Event that you would like to see reporting for.



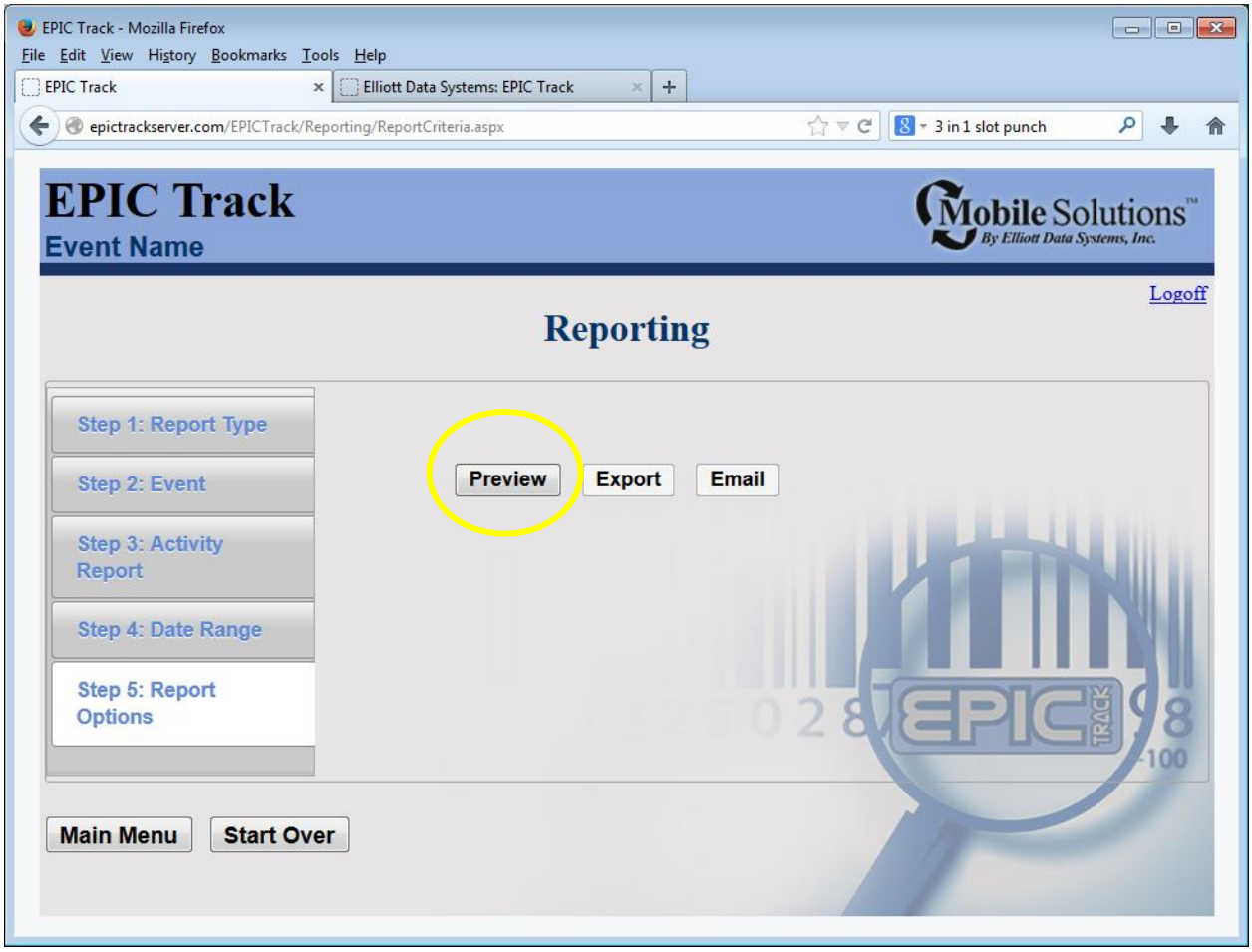
4. Select the report you would like to view.



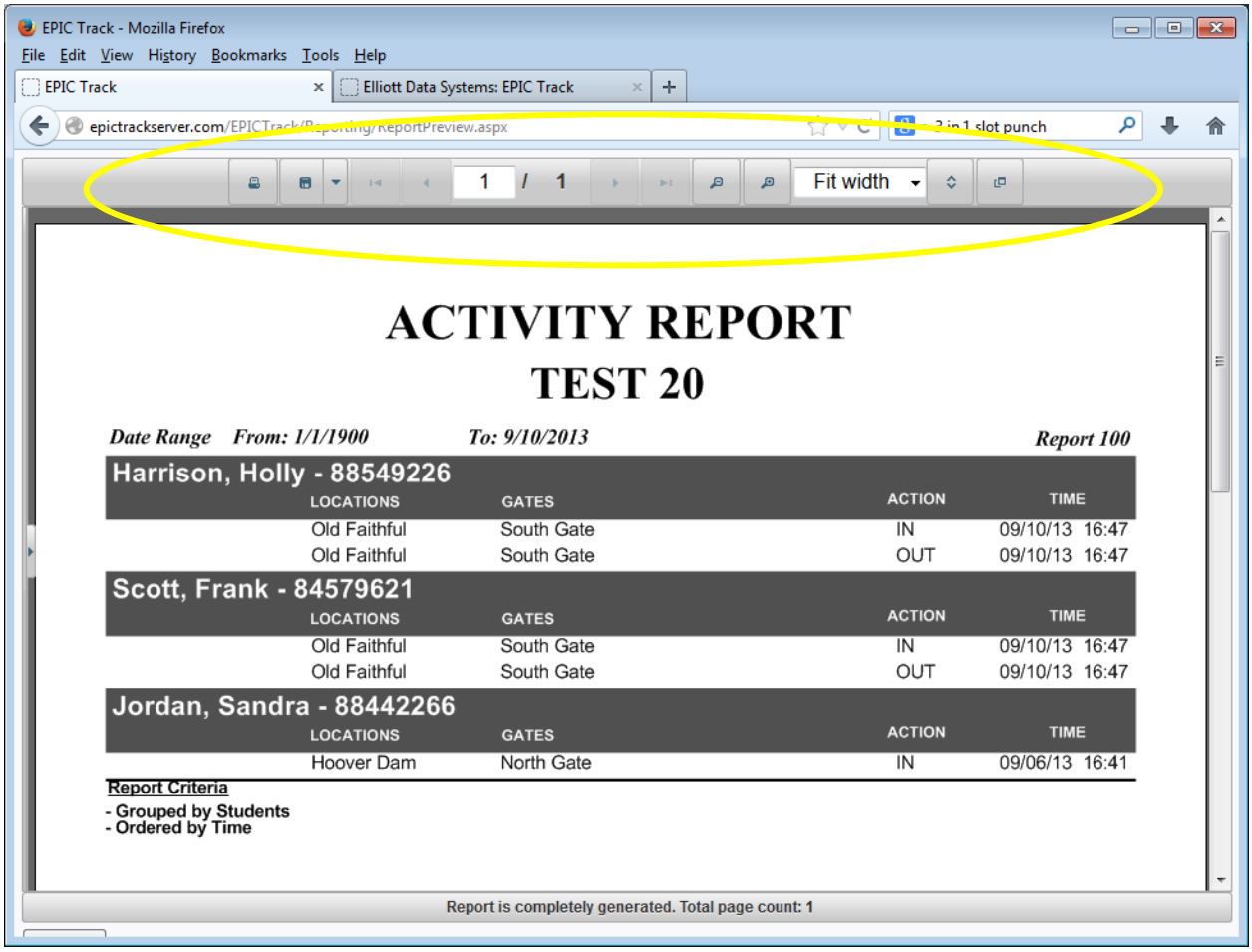
5. Now type in the "**From**" and "**To**" date that you would like to see on your report or you can select the check box for a single day or all dates.



6. Finally, click **Preview** to view your report.



7. From the report preview you can use the toolbar to do several functions such as print, export, and tab through pages in the report, zoom in/out, or view the page in full screen.


EPIC Track - Mozilla Firefox
File Edit View History Bookmarks Tools Help
EPIC Track
Elliott Data Systems: EPIC Track
epictrackserver.com/EPICTrack/Reporting/ReportPreview.aspx
1 / 1
Fit width
ACTIVITY REPORT
TEST 20
Date Range From: 1/1/1900 To: 9/10/2013 Report 100
Harrison, Holly - 88549226
LOCATIONS GATES ACTION TIME
Old Faithful South Gate IN 09/10/13 16:47
Old Faithful South Gate OUT 09/10/13 16:47
Scott, Frank - 84579621
LOCATIONS GATES ACTION TIME
Old Faithful South Gate IN 09/10/13 16:47
Old Faithful South Gate OUT 09/10/13 16:47
Jordan, Sandra - 88442266
LOCATIONS GATES ACTION TIME
Hoover Dam North Gate IN 09/06/13 16:41
Report Criteria
- Grouped by Students
- Ordered by Time
Report is completely generated. Total page count: 1

Connecting a Bluetooth Scanner

1. Scan the Bluetooth Default barcode that matches the connection method you wish to use, HID (recommended) or SPP.

Tip: If you enable the iOS Keyboard Toggle feature by scanning the ENABLE barcode, you will also be able to toggle the on-screen keyboard of an iOS device by tapping the Clear/Function key.

2. Hold Clear/Function Key for 5 seconds.
   Hold the OPN2005's Clear/function key for 5 seconds until it beeps and begins to flash blue. The OPN2005 is now discoverable by your

host device. This can be cancelled at any time by holding the Clear/function key for another 5 seconds.

3. Perform Bluetooth search on host.
   Use the Bluetooth interface on your host device to search for and select eh OPN2005. The OPN2005 will beep and the LED will flash blue slower than before indication pairing was successful. If you are pairing in Bluetooth-SPP mode, the OPN2005 will complete the pairing process as soon as you launch an appropriate application and open the serial port created by your Bluetooth software.

   See attached barcodes for scanning.